

***PINE RIDGE PLANTATION***  
*Community Development District*

*November 19, 2019*

## Pine Ridge Plantation Community Development District

475 West Town Place, Suite 114, St. Augustine, Florida 32092

P: (904) 940-5850 • F: (904) 940-5899

November 13, 2019

Board of Supervisors  
Pine Ridge Plantation  
Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held Tuesday, November 19, 2019 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Affidavit of Publication
- IV. Organizational Matters
  - A. Ratification of Resignation from Supervisor Haney
  - B. Appointment of a New Supervisor to Fill the Unexpired Term of Office (11/22)
  - C. Oath of Office for Newly Appointed Supervisor
  - D. Election of Officers, Resolution 2020-01
- V. Approval of the Minutes of the September 17, 2019 Meeting
- VI. Public Hearing Adopting the Revised Rules of Procedure, Resolution 2020-02
- VII. Consideration of Resolution 2020-03, Approving Change of Designated Registered Agent and Registered Office
- VIII. Ratification of Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2019
- IX. Consideration of Landscape Proposals
- X. Other Business
- XI. Staff Reports
  - A. Attorney
  - B. District Manager
  - C. Engineer
  - D. Operations Manager - Report
  - E. Amenity Manager – Proposal for New Recumbent Bike
- XII. Audience Comments / Supervisor's Requests
- XIII. Financial Statements
  - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending October 31, 2019
  - B. Assessment Receipts Schedule

- C. Approval of Check Register
- XIV. Next Scheduled Meeting – 01/21/20 @ 6:00 p.m. at the Pine Ridge Plantation  
Amenity Center
- XV. Adjournment

The fourth order of business is organizational matters. After the Board ratifies Ms. Haney's resignation, they can consider appointing a new supervisor to the unexpired term of office. At this time, the new supervisor will be administered the Oath of Office and the Board can consider appointing them as an officer of the District.

Enclosed for your review and approval is a copy of the minutes of the September 17, 2019 meeting.

The sixth order of business is the public hearing adopting the revised rules of procedure, which are enclosed along with a copy of Resolution 2020-02.

The seventh order of business is consideration of Resolution 2020-03, which is enclosed for your review.

The eighth order of business is ratification of audit engagement letter, which is enclosed for your review.

The ninth order of business is consideration of landscape proposals. A copy of the ranking sheet is enclosed for your review and a copy of the proposals are under separate cover.

Enclosed under the Operations Manager's Report is a memorandum.

Enclosed under the Amenity Manager's Report is a proposal for a new recumbent bike.

Copies of the Balance Sheet and Statement of Revenues & Expenditures, Assessment Receipts Schedule and Check Register are enclosed for your review.

If you have any questions, please contact me.

Sincerely,

*Ernesto Torres*

Ernesto Torres  
District Manager

cc:	Jason Walters	Amy Hembree
	Peter Ma	Chris Hall
	Darrin Mossing	Rich Whetsel

## *AGENDA*



# *Pine Ridge Plantation Community Development District Agenda*

Tuesday  
November 19, 2019  
6:00 p.m.

Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, Florida 32068  
District Website: [www.pineridgeplantationcdd.com](http://www.pineridgeplantationcdd.com)

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- III. Affidavit of Publication
- IV. Organizational Matters
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- XV. Adjournment

### *THIRD ORDER OF BUSINESS*

PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA**  
**COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF MEETING**

in the matter of

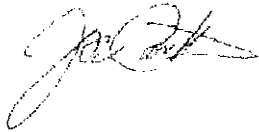
**NOV MEETING**

**LEGAL: 45111 ORDER: 305284**

was published in said newspaper in the issues:

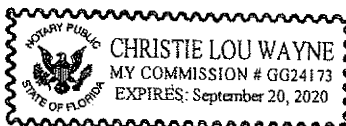
**11/07/2019**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 11/07/2019.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

**Notice of Meeting**

**Pine Ridge Plantation**

**Community Development District**  
 The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held on **Tuesday, November 13, 2019 at 6:00 p.m.** at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Ernesto Torres

District Manager

**Legal 45111 published Nov 7, 2019 in Clay County's Clay Today newspaper**

PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA**  
**COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF RULE DEVELOPMENT**

in the matter of

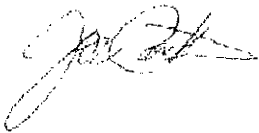
**RULES OF PROCEDURE**

**LEGAL: 44992      ORDER: 304510**

was published in said newspaper in the issues:

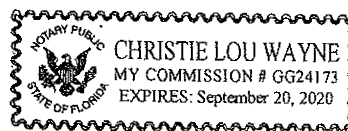
**10/10/2019**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 10/10/2019.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

**NOTICE OF RULE  
 DEVELOPMENT  
 BY THE PINE RIDGE  
 PLANTATION COMMUNITY  
 DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Pine Ridge Plantation Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended

and Restated Rules of Procedure include, but are not limited to, sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019). A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager, c/o Governmental Management Services, 135 W. Central Boulevard, Suite 320, Orlando, Florida 32801, Phone: (904) 940-5850.

Ernesto Torres, District Manager  
 Pine Ridge Plantation  
 Community Development District  
**Legal 44992 published Oct 10, 2019 in  
 Clay County's Clay Today newspaper**

PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA  
 COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF RULEMAKING**

in the matter of

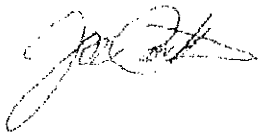
**RULES OF PROCEDURE**

**LEGAL: 44993 ORDER: 304512**

was published in said newspaper in the issues:

**10/17/2019**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



**NOTICE OF  
 RULEMAKING  
 REGARDING THE A  
 MENDED AND RESTATED  
 RULES OF PROCEDURE OF  
 THE PINE RIDGE  
 PLANTATION COMMUNITY  
 DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Pine Ridge Plantation Community Development District ("District") on November 19, 2019 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of

Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Clay Today on October 10, 2019.

The Amended and Restated Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to,

Sections 112.08, 112.3143, 112.3144, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.008, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's office at Governmental Management Services, 135 W. Central Boulevard, Suite 320, Orlando, Florida 32801, or by calling (904) 940-5850.

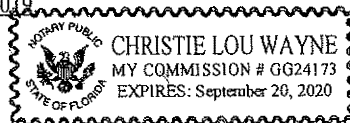
Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twentyone (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Office.

Pine Ridge Plantation Community Development District  
 Ernesto Torres, District Manager  
 Legal 44993 published Oct 17, 2019 in Clay County's Clay Today newspaper

Sworn to me and subscribed before me 10/17/2019

  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

## *FOURTH ORDER OF BUSINESS*

*B.*



# Paul J. Casanova

1754 Foggy Day Dr.  
Middleburg, FL 32221  
(904) 589-1726  
PaulJCasanova@yahoo.com

## EDUCATION

### **Barry University-Dwayne Andreas School of Law 2010-2011 Orlando, FL**

CERTIFICATION FOR STATE OF FLORIDA MEDIATOR

### **Friends University Wichita, KS**

2004-2005

MASTERS OF BUSINESS LAW (M.S.B.L.)

EMPHASIS: CONTRACTS THESIS: COMPLIANCE

### **Presidents College School of Law Wichita, KS**

2001-2003

LAW SCHOOL IN PURSUIT OF JURIS DOCTORATE

### **Metropolitan State University In Denver Wichita, KS**

1992-1996

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE AND CRIMINOLOGY

EMPHASIS: PROBATION AND PAROLE

MINOR: POLITICAL SCIENCE

## EXPERIENCE

### **Independent Compliance Consultant L 2010-Present Self-Employed**

Contract with multiple publicly traded and private corporations to provide business compliance, corporate guidelines and regulatory adherence as applicable. Function as an agent for various corporations. Negotiate and draft contracts. Responsible for formulating and implementing policies and procedures. Conduct legal research and corporate filings including SEC, corporation formation with the Secretary of State. Liaison between corporation and any outside law firms or in-house legal departments.

## INTRO

Seeking a position with the PineRidge Community Development District Board of Supervisor. Proficient in contracts, compliance, legal interpretation and customer relations. Ability and knowledge to ensure compliance with the policies governing assigned contracts and adherence with contractual obligations. Extremely competent in contract law, CCD and HOA practices and procedures.

## CERTIFICATIONS

Ansbacher Education HOA and Condominium Board of Directors Certification

Certified State of Florida Mediator

Attended numerous seminars and courses on contract, compliance, research, mediation, conflict resolution, legal rules and regulations, victim support, advocacy, cultural diversity, supervision, policies and procedures.

#### **VOLUNTEER**

PineRidge Homeowners Association      02/2018-Present  
Vice President - Middleburg, FL

Coach - Oakleaf Recreational Baseball League      2018-2019

Volunteer - Oakleaf Recreational Baseball League      Present

Volunteer- Tynes Elementary School      Present

# CHRISTOPHER DORMAN

4894 Creek Bluff Lane • 904-710-2930

[chris@orangeparkcc.com](mailto:chris@orangeparkcc.com)

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## TO WHOM THIS MAY CONCERN,

I want to thank you for taking the time to read my resume and considering me for the CDD Board of Supervisors vacant position. While my hope is that I will be able to join you as a Supervisor, I am confident that whomever you choose, will do an impeccable job in this role.

While I believe I possess many skills that will benefit the Board of Supervisors and this community, I believe my strongest are my leadership, communication, and people skills. I understand the need to listen, think critically, problem solve, and show empathy while being honest in all ventures and relationships. I have several years of experience public speaking and writing in a professional setting. These skills I believe work for my benefit as a potential Supervisor candidate.

It has always been a desire of mine to serve the community in a public arena in a leadership or political position. I believe that my strong work ethic, integrity, and ability to forge relationships are important attributes to those who seek to serve within their communities.

I would very much like to answer any questions you may have for me and prove to you the great asset I can be as a Supervisor on your Board. I look forward to speaking with you and I can be reached by email at [chris@orangeparkcc.com](mailto:chris@orangeparkcc.com) or by phone 904-710-2930.

Best Regards,

Chris Dorman

# CHRISTOPHER DORMAN

4894 Creek Bluff Lane • 904-710-2930

[chris@orangeparkcc.com](mailto:chris@orangeparkcc.com)

You will find that most of my professional experience is limited to the ministry. My passion is people and I believe my experiences as a minister have helped me better evaluate and respond to the needs of those around me.

## EXPERIENCE

### JANUARY 2012 TO PRESENT

#### **ASSOCIATE MINISTER, ORANGE PARK CHRISTIAN CHURCH**

Each week, I work with the lead pastor and volunteers to plan and implement our Sunday service. I lead the praise team as the acoustic guitar player and lead vocalist. I regularly recruit, train, and lead volunteers for various church positions such as mentoring, teaching, A/V equipment, first impressions team and community outreach committees. I create and manage all the church graphic and video needs, social media networks, and marketing efforts. I also lead various Bible studies and home fellowship groups throughout the week.

### AUGUST 2006 – JANUARY 2012

#### **WORSHIP MINISTER, MASTER'S WAY CHRISTIAN CHURCH**

My main responsibilities were to plan and implement a worship service each Sunday that included various methods of congregational involvement and multimedia. This included creating promotional videos for upcoming sermon series and themes as well as upcoming events. I led the worship team and played acoustic guitar and led vocals.

### SEPTEMBER 2008 – JANUARY 2012

#### **SUPERVISOR, PREMIERE PARKING**

I supervised the valet service located at the Emergency Room of Georgia Regents Medical Center. These duties included scheduling staff, regularly training and meeting with staff to ensure compliance and excellence and mediating and solving disputes from customers.

## EDUCATION

### PRESENT

#### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, UNIVERSITY OF FLORIDA**

I am due to graduate after the fall 2020 semester. I currently have a 3.0 GPA.

### FALL 2017

#### **ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION, FLORIDA STATE COLLEGE OF JACKSONVILLE**

I graduated with a 3.2 GPA and made the Dean's List 3 times while I was a student.

## CERTIFICATIONS

While at Florida State College of Jacksonville, I was certified in the following areas:

- CSCMP Certification in Supply Chain Management Principles
- CSCMP Certification in Customer Service Management
- CSCMP Certification in Warehouse Operations
- Technical Certificates in Entrepreneurship, Business Operations, Business Specialist, and Business Management

## SKILLS

- Strong leadership and management proficiency
- Excellent speaking and writing abilities
- Motivated by integrity and honesty
- Ability to work on a team and motivate

## ACTIVITIES

One of my passions is community involvement and betterment. I have led multiple efforts to feed and clothe those who are less fortunate in Clay county. I have organized and recruited volunteers for food giveaways at our church where we partnered with other organizations like Feeding Northeast Florida, Farmshare and Lutheran Social Services. I also regularly volunteer with First Coast Women's Services and lead volunteer groups that help with FCWS events throughout the year. A couple of times a year, I assist in organizing a group of volunteers that sort food at the Feeding Northeast Florida Warehouse.

When I'm not involved in ministry and volunteer opportunities, I enjoy spending time with my wife and two young daughters. I play golf and will readily admit that I'm not very good. I'm a big fan of Florida Gator sports, the Jacksonville Jaguars, and Duke basketball.



**Joseph F. Grassia**  
Petty Officer First Class  
United States Navy

**Dear Pine Ridge CDD,**

Hello. I would like to be appointed to the open Board seat on your panel. I believe that I am the perfect fit for this position. Most recently as Pine Ridge HOA Board President, and through my direction and leadership, our Board was directly responsible for the reduction in outstanding assessments from over 55% down to 3% within 16 months. Throughout my 19+ year Naval career, I have had extensive experience with budget management, product requisition, and numerous high stress leadership roles.

I am a big proponent of positive change, both in my personal and professional life. As a resident, I have sat on the opposite side of the CDD Board and have seen some positive things come from their direction. I believe my outlook and vision would further aid in the improvement of our community which would have direct positive impact on our residents. Please feel free to ask me any questions you may have.

Thank you for your consideration.



Respectfully,  
**Joe Grassia**

1430 Lantern Light Trail, Middleburg Fl  
TEL 757-383-2626  
Email Joegrassia@yahoo.com

# Joseph F. Grassia

1430 Lantern Light Trail, Middleburg, FL 32068 • 757.383.2626 • JoeGrassia@yahoo.com

## PROFESSIONAL SUMMARY:

A versatile and quality-driven professional who fuses personnel management and technical training with over nineteen years of hands-on avionics experience. Offers employers a track record of delivering meticulous technical acumen with a demonstrated ability to conceptualize forward-thinking strategies during complicated situations, which produce practical and cost-effective results.

- Flexible
- Safety Minded
- Quality Assurance
- Team Player
- Resilient
- Leader
- Self-Starter
- Relocate
- Adaptability
- Quick Learner
- Technical Acumen
- Logistics
- Training
- Data Analysis
- Positive

## EDUCATION:

**Penn State University— State College, PA**  
Associates Degree (Anticipated Graduation 2022)

**2018 - Current**

## PROFESSIONAL EXPERIENCE:

**United States Navy— Brunswick, ME; Virginia Beach, VA;  
Jacksonville, FL**

**May 2000 - Current**

### *Tool Program Coordinator*

- Managed inventory for over 8000 aeronautical tools and support equipment, cutting budget spending costs by 90 percent while increasing direct access to replacement equipment by 75 percent.

### *Production Control Supervisor*

- Managed production efforts for largest Naval Intermediate Repair Site in SE United States, processing over 30,000 maintenance actions while safely executing 161,000 man-hours, reducing backlog by 55%.
- Supervised 280 technicians in the operation and repair of the P8-A Poseidon Electronic Warfare Systems, which is the Navy's newest and most advanced anti-submarine warfare aircraft.
- Management of the maintenance department of the P8-A Avionics Systems to include communication/navigation, RADAR, tactical air navigation, and supporting electronic warfare systems.

### *Metrology Program Manager*

- Managed the scheduled and unscheduled calibration requirements for 8,865 items.
- During my management, achieved a Naval Fleet-wide low overdue rate of .47 percent.
- Rewrote local program procedures ensuring strict program compliance in accordance with Naval Aviation Maintenance Program.

### *Anti-submarine/Mirco-miniature Repair Branch Leading Petty Officer*

- Led seven supervisors and 98 technicians encompassing over 22917 man-hours in comprehensive inspection and repair of P-3/P-8/H-60/C-130 weapon and life support systems, aeronautical components, support equipment, and calibration services valued at over \$15 million.
- Assigned shift schedules, determined workload priorities and made adjustments based on constantly changing operational commitments.

### *Aviation Electronics Technician*

- Intermediate level avionics maintenance on H-60 Helicopters, P-8, and P-3 COMM/NAV, RADAR and TACAN systems.
- Performed detailed maintenance on digital data and aircraft integrated electronic systems.
- Troubleshooting and repair of electronic circuits, antennas, and transmission lines.
- During high tempo flight operations and minimal logistical support, completed 177 F/A-18, E-2C, EA-6B, and H-60 Avionics component repairs, contributing to a 96.5% repair rate in support of Operation Enduring Freedom.
- Read and interpreted complex prints, diagrams and schematics to properly troubleshoot aircraft components.
- Managed several Naval Aviation Maintenance Programs (NAMP) including Tool Control, ESD, Calibration and Safety.
- Managed maintenance verification and quality assurance checks for all repaired, ready-for-issue systems and subsystems.

### *Leading Petty Officer*

- Led 16 Avionics Technicians in the completion of over 3000 maintenance actions in support of squadron's inaugural P-8A deployment to 7th fleet area of responsibility, encompassing 26 detachments with 4200 mishap free flight hours and a 99% mission completion rate.
- As Squadron Transportation Coordinator, scheduled travel itinerary for 70 squadron personnel ensuring timely departures from remote detachment sites. Ensured critical vehicle upkeep for 45 personnel.
- Led administrative efforts in renewal and conversion of over 2400 qualifications managing 195 online training records. Efforts directly resulted in exceeding naval deployment readiness standards by 150 % setting the Fleet standard.

### *Security Patrol*

- Provided armed physical security to 23 homeport ships, 38 tenant commands, over 20,000 sailors, civilian contractors and family members at perimeter access gates, piers, basin, beach front, housing entrances, fuel farm, and flight line.

### *Deployed Overseas*

- Operated at various foreign locations throughout six deployments during high demand operations. Helping preserve peace not only to our nation, but globally as well.

### **QUALIFICATIONS AND CERTIFICATES:**

- Secret Security Clearance
- Lean Six Sigma Yellow Belt
- NAMP Certified Quality Assurance Inspector (QAR)
- Corrosion Control Technician School

### **Community Relations:**

- During my 2.5 years as elected President of Home Owners Association of over 1200 residents, managed a budget of \$70k+ annually while ensuring proper adherence to community rules and regulations. Reduced outstanding assessments from over 55 percent to 3 percent in 16 months.
- Little League Baseball Manager – Coached 80 baseball players between ages 8-16 over six Little League seasons, promoting teamwork and good physical fitness.
- Boy Scout Den Leader – 150 hours – mentoring 9 youths in importance of positive citizenship, leadership, and self-awareness.
- Stuff the Bus- Assembling backpacks with school supplies for underprivileged school-aged children- 37 hours
- Ford's Colony Salute to Troops golf tournament- Benefit for Veterans and their families. 6 hours
- Save the Chimps Bowl-A-Thon- \$5135 raised in support of laboratory animal rehabilitation.
- Patterson Elementary School- Addressed bullying and the importance of speaking up with six classes of 5<sup>th</sup> grade students.
- Habitat for Humanity- Helped with framing, painting, and trim work of three homes built for low income families.
- Karate America Tournaments and Classes- Ring judge and instructor's assistant for 95 students, instilling confidence and discipline. 48 hours
- Adopt-a-road Clean-up- 23 hours
- Girl Scouts- 36 hours
- Busy Bee School in Japan- Participated in school sports. 4 hours
- NFL Draft Day at Everbank Field- Raised \$9,572 in 9 hours for local charities.



# Joseph F. Grassia

1430 Lantern Light Trail, Middleburg, FL 32068 • 757.383.2626 • JoeGrassia@yahoo.com

## PROFESSIONAL SUMMARY:

A versatile and quality-driven professional who fuses personnel management and technical training with over nineteen years of hands-on avionics experience. Offers employers a track record of delivering meticulous technical acumen with a demonstrated ability to conceptualize forward-thinking strategies during complicated situations, which produce practical and cost-effective results.

- Flexible
- Safety Minded
- Quality Assurance
- Team Player
- Resilient
- Leader
- Self-Starter
- Relocate
- Adaptability
- Quick Learner
- Technical Acumen
- Logistics
- Training
- Data Analysis
- Positive

## EDUCATION:

**Penn State University— State College, PA**  
Associates Degree (Anticipated Graduation 2022)

**2018 - Current**

## PROFESSIONAL EXPERIENCE:

**United States Navy— Brunswick, ME; Virginia Beach, VA;  
Jacksonville, FL**

**May 2000 - Current**

### *Tool Program Coordinator*

- Managed inventory for over 8000 aeronautical tools and support equipment, cutting budget spending costs by 90 percent while increasing direct access to replacement equipment by 75 percent.

### *Production Control Supervisor*

- Managed production efforts for largest Naval Intermediate Repair Site in SE United States, processing over 30,000 maintenance actions while safely executing 161,000 man-hours, reducing backlog by 55%.
- Supervised 280 technicians in the operation and repair of the P8-A Poseidon Electronic Warfare Systems, which is the Navy's newest and most advanced anti-submarine warfare aircraft.
- Management of the maintenance department of the P8-A Avionics Systems to include communication/navigation, RADAR, tactical air navigation, and supporting electronic warfare systems.

### *Metrology Program Manager*

- Managed the scheduled and unscheduled calibration requirements for 8,865 items.
- During my management, achieved a Naval Fleet-wide low overdue rate of .47 percent.
- Rewrote local program procedures ensuring strict program compliance in accordance with Naval Aviation Maintenance Program.

### *Anti-submarine/Mirco-miniature Repair Branch Leading Petty Officer*

- Led seven supervisors and 98 technicians encompassing over 22917 man-hours in comprehensive inspection and repair of P-3/P-8/H-60/C-130 weapon and life support systems, aeronautical components, support equipment, and calibration services valued at over \$15 million.
- Assigned shift schedules, determined workload priorities and made adjustments based on constantly changing operational commitments.

### *Aviation Electronics Technician*

- Intermediate level avionics maintenance on H-60 Helicopters, P-8, and P-3 COMM/NAV, RADAR and TACAN systems.
- Performed detailed maintenance on digital data and aircraft integrated electronic systems.
- Troubleshooting and repair of electronic circuits, antennas, and transmission lines.
- During high tempo flight operations and minimal logistical support, completed 177 F/A-18, E-2C, EA-6B, and H-60 Avionics component repairs, contributing to a 96.5% repair rate in support of Operation Enduring Freedom.
- Read and interpreted complex prints, diagrams and schematics to properly troubleshoot aircraft components.
- Managed several Naval Aviation Maintenance Programs (NAMP) including Tool Control, ESD, Calibration and Safety.
- Managed maintenance verification and quality assurance checks for all repaired, ready-for-issue systems and subsystems.

### *Leading Petty Officer*

- Led 16 Avionics Technicians in the completion of over 3000 maintenance actions in support of squadron's inaugural P-8A deployment to 7th fleet area of responsibility, encompassing 26 detachments with 4200 mishap free flight hours and a 99% mission completion rate.
- As Squadron Transportation Coordinator, scheduled travel itinerary for 70 squadron personnel ensuring timely departures from remote detachment sites. Ensured critical vehicle upkeep for 45 personnel.
- Led administrative efforts in renewal and conversion of over 2400 qualifications managing 195 online training records. Efforts directly resulted in exceeding naval deployment readiness standards by 150 % setting the Fleet standard.

### *Security Patrol*

- Provided armed physical security to 23 homeport ships, 38 tenant commands, over 20,000 sailors, civilian contractors and family members at perimeter access gates, piers, basin, beach front, housing entrances, fuel farm, and flight line.

### *Deployed Overseas*

- Operated at various foreign locations throughout six deployments during high demand operations. Helping preserve peace not only to our nation, but globally as well.

### **QUALIFICATIONS AND CERTIFICATES:**

- Secret Security Clearance
- Lean Six Sigma Yellow Belt
- NAMP Certified Quality Assurance Inspector (QAR)
- Corrosion Control Technician School

### **Community Relations:**

- During my 2.5 years as elected President of Home Owners Association of over 1200 residents, managed a budget of \$70k+ annually while ensuring proper adherence to community rules and regulations. Reduced outstanding assessments from over 55 percent to 3 percent in 16 months.
- Little League Baseball Manager – Coached 80 baseball players between ages 8-16 over six Little League seasons, promoting teamwork and good physical fitness.
- Boy Scout Den Leader – 150 hours – mentoring 9 youths in importance of positive citizenship, leadership, and self-awareness.
- Stuff the Bus- Assembling backpacks with school supplies for underprivileged school-aged children- 37 hours
- Ford's Colony Salute to Troops golf tournament- Benefit for Veterans and their families. 6 hours
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- NFL Draft Day at Everbank Field- Raised \$9,572 in 9 hours for local charities.

## **Seeking to Fill the Open Community Development District (CDD) Seat**

In my position as a government servant I have obtained extensive knowledge as to the roles and responsibilities of the varying local government, agencies and service organizations. Through research and training, partly provided by my wife, former Board Member and PineRidge Plantation CDD Co-Chairwomen, Maria Haney, I am very familiar with the roles and responsibilities of Community Development Districts. I am also keenly aware of the difference in responsibilities the CDD has versus the community's Homeowners Association and the Board of County Commissioners. I am also well versed in the history of the Pine Ridge CDD, current projects and priorities. As a PineRidge Plantation homeowner since 2013, I have a key interest in the financial health of the district and in the maintenance aspects of the community for which CDD dues are paid. I believe in ensuring that community vendors are held accountable for the services which they have been enlisted for and that the CDD must take care to be fiscally conservative with the community's funds. In my role as a Vocational Rehabilitation Counselor, I also bring to the table my ability to deal with different personalities and temperments – a skill which can come in very much handy with the CDD. Given my skillset, knowledge, priorities and experience, I believe I would be a good fit for the open Supervisor Position.

### **Summary**

Highly skilled counselor with exceptional background in administrative functions, case management, data analysis and in government and non-profit organizations. Capable of researching information and compiling data into a comprehensive format while maintaining attention to detail. Experience in public speaking, disseminating information to the public regarding available services. Extensive background in conflict management.

### **Professional Experience**

#### **Vocational Rehabilitation Counselor (Independent)**

- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, or relevant correspondence.
- Develop rehabilitation plans that fit clients' aptitudes, education levels, physical abilities, and career goals.
- Monitor and record clients' progress to ensure that goals and objectives are met.
- Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed.
- Maintain close contact with clients during job training and placements to resolve problems and evaluate placement adequacy.
- Confer with physicians, psychologists, occupational therapists, and other professionals to develop and implement client rehabilitation programs.
- Arrange for physical, mental, academic, vocational, and other evaluations to obtain information for assessing clients' needs and developing rehabilitation plans.
- Analyze information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.

- Develop and maintain relationships with community referral sources, such as schools or community groups.
- Locate barriers to client employment, such as inaccessible work sites, inflexible schedules, or transportation problems, and work with clients to develop strategies for overcoming these barriers.
- Develop diagnostic procedures to determine clients' needs.
- Collaborate with clients' families to implement rehabilitation plans, such as behavioral, residential, social, or employment goals.
- Participate in job development and placement programs, contacting prospective employers, placing clients in jobs, and evaluating the success of placements.
- Arrange for on-site job coaching or assistive devices, such as specially equipped wheelchairs, to help clients adapt to work or school environments.
- Manage budgets and direct case service allocations, authorizing expenditures and payments.
- Collaborate with community agencies to establish facilities and programs for persons with disabilities.

## Work History

### Vocational Rehabilitation Counselor

State of Florida

Orange Park, FL

2016 – Present

### Workforce Services Representative

Oasis Staffing (WorkSource)

Fleming Island, FL

2009 – 2016

## Education

### Bachelor's Degree

Judson University

Elgin, IL



Russell "Rooster" Hendrix  
1312 Camp Ridge Ln.  
Middleburg, FL 32068  
904-903-8583  
[Roosterhendrix@gmail.com](mailto:Roosterhendrix@gmail.com)

### Summary

Personable Program Manager with an extensive history of creating strong and lasting national client relationships. My career in the physical/electronic security industry of over 27 years allowed me to hone my skills as a problem solver who specializes in effectively providing the right products and services that create long lasting value. I have a proven track record of customer focus and stakeholder management based on trust and delivering on promises. A results-oriented professional with an extensive history of creating strong and lasting client relationships. Prior to full retirement, I worked 3 years in the Health Insurance industry working to help people through the maze of products offered in an ever-changing Health Insurance Market. My wife and I have been homeowners in Pine Ridge Plantation since March 2014 and I served on the HOA Board and the CDD Board in prior years.

### Experience

<b>Health Markets, Inc.</b> Independent Insurance Agent – Helping people in the community to make better informed decisions about health and other related insurance products.	<b>Middleburg, FL</b>	<b>2018 – 2019</b>
<b>Combined Insurance of America</b> Licensed Insurance Agent	<b>Middleburg, FL</b>	<b>2017 – 2018</b>
<b>Bankers Life and Casualty</b> Licensed Insurance Agent <ul style="list-style-type: none"><li>Responsible for guiding people through benefit planning focusing on Medicare, Long Term Care, and Life Insurance.</li></ul>	<b>Fleming Island, FL</b>	<b>2016 – 2017</b>
<b>Securadyne Systems formerly SecureNet</b> <i>Program Manager 2005 – 2016</i> <ul style="list-style-type: none"><li>Responsible for orchestrating, coordinating and managing deployments across the US, Canada, and Europe</li><li>Focus on account growth and profitability</li><li>Create and Maintain standardized solutions and installation practices</li><li>Worked virtual in the PMO for 3 years</li><li>Client systems included access control, video management, VOIP communications, Visitor Management, and network integration</li><li>Lead program teams consisting of technicians, project managers, and subcontractors</li></ul>	<b>Carrollton, TX</b>	<b>1998 – 2016</b>
<b>System Design Specialist 1998-2005</b> <ul style="list-style-type: none"><li>Reviewed project specifications</li><li>Assisted Sales Team to conduct needs analysis</li><li>Developed integrated security technology solutions for customers</li></ul>		

- *Developed technical proposals*
- *Collaborated with Sales in client presentation*

**Pinkerton Systems Integration**

**Carrollton, TX**

**1997 – 1998**

*Area Operations Manager*

- *Responsible for assisting in opening of a new office in DFW area*
- *Primary focus on strengthening and growing North Texas accounts*
- *Responsible for installation and service departments and warehouse*

**Advanced Entry Systems/Sensormatic/STG**

**Carrollton, TX**

**1989 – 1997**

*Operations Manager 1996-1997*

- *Responsible for day to day operations of the installation & service departments*
- *Ensured continuity between operations team and sales team*
- *Conducted reviews for Project Managers and technicians*
- *Worked to enforce strong relationships with customers*
- *Work project Manager to develop strong installation standards*

*Sales System Engineer 1995 – 1996*

- *Reviewed project specifications*
- *Assisted Sales Team to conduct needs analysis*
- *Developed integrated security technology solutions for customers*
- *Developed technical proposals*

*Senior Project Manager 1990 – 1995*

- *Managed projects ranging from \$50,000 to 1 million plus.*
- *Clients consisted of mid to high rise office complex, US Customs, airports, Federal Reserve Bank, Utility Co.*
- *Managed teams of 6-10 technicians including subcontractors*
- *Developed project budget*
- *Identified project risk, evaluate project impact*
- *Procured all project deliverables*
- *Communicated with primary stakeholders from project inception to closing*
- *Managed project cost and budget changes*
- *Insured completion of all contractual commitments*

*Installation Technician 1989 – 1990*

***Journeyman Electrician 1980-1989***

**Skills**

- *Successfully develop and deliver multi-million dollar, multi-year programs.*
- *Instrumental in the design and proposal preparation and high level program management for many national and international clients.*
- *Strong analytical decision making capabilities.*
- *Coach and mentor customers and program team members in program management delivery fundamentals and benefits.*
- *Strong teamwork skills across internal, customer, supplier and geographically dispersed teams*

- Proactively identify risks and issues; lead the team to develop risk management and issue management plans.
- Monitor and manage change through formal change management processes and stakeholder relationship management
- Lead program teams consisting of cross-functional, regional and virtual groups; directly supervise staff; assign responsibility to members; monitor progress.
- Broad knowledge of many top industry access control products and video management systems.
- Skilled in Microsoft Word, Excel, Project, Visio, Power Point, SAP, and WeEstimate.

#### **Education/Training**

- |   |   |
|---|---|
| • AA Science in Electronic Technology, 1989                       | • Radionics Control Communicator Certification, 1997          |
| • Project Management Training, 1990                               | • AMAG 350/450/550 Access Control Systems Certification, 1998 |
| • Software House CCure System 1 Plus Certification, 1992          | • Open Options nPower MMS Certification, 2002                 |
| • Quality Service Skills Certificate, 1994                        | • Open Options nPower DNA Certification, 2003                 |
| • Focused Interviewing Certificate, 1995                          | • OnSSI Certified Channel Partner, 2007                       |
| • Software House CCure System 1 Plus Advanced Certification, 1995 | • Intransa Product Certification, 2009                        |
| • Cotag Distributor Certification, 1996                           | • CPSM Certification, 2013                                    |
| • Software House CCure 800 Certification, 1997                    | • Licensed Insurance Agent                                    |

#### **Military**

- U.S. Navy, Jan. 1976 to Jan. 1980, Electrician's Mate. Responsible for maintaining and repairing power generation system and shipboard electrical systems.

#### **Volunteer**

- 2015-2017 Pine Ridge Plantation Owners Association -- President
- 2015-2016 Pine Ridge Plantation Community Development District -- Board of Supervisors

# JEFF LEWIS

## CDD BOARD MEMBER CONSIDERATION

My family and I have lived in the Pine Ridge community since November 2009. We have enjoyed being a part of a growing community and look forward to its continued growth.

Over the course of my career, I have had the opportunity to work in the railroad, civil and foodservice engineering industries. Currently, I'm self-employed as a Director of BIM Technology with a small company, FES, LLC. My position has allowed me the opportunity to also be involved with several organizations, such as FCSI (Foodservice Consultant Society International). I have been able to help with the process of setting up CAD and BIM/Revit Standards for the FCSI North America and FCSI Worldwide industries.

Recently, I was able to facilitate the lighting project in the community by providing the necessary quotes and phases to the CDD board. Currently, I'm working on a scope to help alleviate the traffic situation in the community.

Please feel free to contact me with any questions or concerns. Thank you for taking the time to consider me for a position on the CDD board.

Jeff Lewis  
4726 Pine Lake Dr.  
Middleburg, FL 32068  
Cell: 904-703-9308  
Email: [alljkl14@bellsouth.net](mailto:alljkl14@bellsouth.net)





# Matthew Lohse

(904) 955-0161 | E: matthewlohse@yahoo.com

Middleburg, FL 32068

## PROFESSIONAL SUMMARY

**OBJECTIVE:** To fill upcoming vacant seat for Pine Ridge Plantation CDD Board of Supervisors.

Efficient Management Professional proficient in, leading and motivating large teams to achieve strategic goals . Excellent budget management, human resources and analytical problem-solving abilities. Bringing strengths in relationship-building, agenda management and decision-making at the highest level.

## SKILLS

- Outstanding community leader
- Staff management
- Program oversight
- Growth planning
- Project management
- Public safety and security
- Operations management
- Budgeting and finance expertise

## WORK HISTORY

### UNMANNED AVIATION OPERATOR TRAINING LEADING CHIEF

09/1999 to CURRENT

#### US Navy | Jacksonville, FL

- Performed continuous evaluations of content and plans in order to enhance delivery and improve effectiveness
- Identified and proactively solved internal problems related to employee turnover by revamping training approaches
- Recognized and tapped talented staff to fill key positions and maximize productivity
- Gathered and organized supplementary material to support structured lessons

### CDD BOARD SUPERVISOR AND CHAIRMAN

04/2013 to 07/2015

#### Pine Ridge Plantation CDD | Middleburg, FL

Managed Pine Ridge Plantation O&M budget and expenses to ensure optimal district fiscal responsibility, resulting in cost savings that were leveraged to repair and replace district facilities including:

- A \$100k pool resurfacing project that came in \$8k under budget
- Leveraged a TECO gas agreement to subsidize \$132k of the O&M
- Initiated a request for proposals of lifeguard service and pool maintenance due to complaints and issues related to the staff and company. Resulted in better quality of work, larger and more defined scope of work and came in for less than previous vendor saving district over \$25,000 annually
- Approved the initial capital reserve study to assist with budget and funding of the capital reserve account to maintain district facilities

Established and maintained effective working relationships with city staff leaders, outside organizations and general public to provide optimal service and

protection. Results include:

- Initiated staffing of Clay County off-duty sheriff for district security
- Initiated a speed limit decrease on Wetland Ridge Circle that presented a safety concern. With the appropriate engineering plans the County approved dropping from the speed limit from 30 to 25 MPH
- Approved Girl Scouts and Cub Scouts use of Amenity Center without fees bolstering ties with PRP residents utilizing a positive youth program
- Addressed the safety and traffic concerns of the proposal to build a Charter School in PRP. Ensured the Clay County Commissioner, Clay Sheriff, and Clay School Board Chair were involved in the process to reduce impacts on the community and address the long bay extension
- Ensured the PRP developer controlled CDD and HOA were transitioned to resident control. Initiated the Board meetings moved to PRP amenity center in the evening vice Orange Park Marriot during the day to ensure residents could attend and have a voice in their community

## EDUCATION

**Bachelor of Arts** | Business Economics

07/2013

**Ashford University Forbes School of Business, San Diego, California**

- Educated in the areas of Business Management, Accounting, Financial Management, Business Law and Economics.

## Short Bio – Nelson Nazario

1968 – 1990: Intelligence Officer, US Army:

During a 22-year long career in the Army, I served in intelligence positions from detachment level through battalion, brigade, division, corps, echelons above corps and finally on the Joint Staff with the Defense Intelligence Agency. The majority of my career was spent at Ft. Bragg with the 82d Airborne Division and then the 1<sup>st</sup> Special Operations Command. I performed overseas duties in Vietnam, Germany, and Korea. My last assignment at the Pentagon saw me performing intelligence support functions on a worldwide basis for counterterrorism forces as well as the Joint Staff.

1990 - 1997: Area Security Manager, MVM Inc.:

Served as security officer/manager for an international security company. The company had responsibilities for providing security personnel, training and services to Department of State overseas locations, embassies and consulates.

1998 - 2005: Sales, CARMAX, Inc.

Performed sales functions from floor salesman, internet sales to team manager.

2006 – 2011: Security Officer, Transportation Security Administration.

Performed functions pertaining to inspection of baggage and cargo prior to boarding and shipping on American and foreign carriers.

*D.*

**RESOLUTION 2020-01**

**A RESOLUTION DESIGNATING OFFICERS OF THE PINE  
RIDGE PLANTATION COMMUNITY DEVELOPMENT  
DISTRICT**

**WHEREAS**, the Board of Supervisors of the Pine Ridge Plantation Community Development District at a regular business meeting held on November 19, 2019 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>James Oliver</u>	Secretary
<u>James Perry</u>	Treasurer
<u>James Oliver</u>	Assistant Treasurer
<u>Patti Powers</u>	
<u>Ernesto Torres</u>	
<u>Ariel Lovera</u>	
<u>Rich Hans</u>	Assistant Secretary
<u>Ernesto Torres</u>	
<u>James Perry</u>	
_____	
_____	
_____	

**PASSED AND ADOPTED THIS 19<sup>TH</sup> DAY OF NOVEMBER, 2019**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

## *FIFTH ORDER OF BUSINESS*

MINUTES OF MEETING  
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, September 17, 2019 at 6:00 p.m. at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Maria Haney	Vice Chairman
Jeff Arp	Supervisor
Jerry Ritchie	Supervisor
Nancy McNulty	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel (by phone)
Chris Hall	Operations Manager
Maria Cranford	Amenity Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Torres called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being no audience comments, the next item followed.

*Mr. Ritchie joined the meeting.*

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the July 30, 2019**

Mr. Torres stated included in your agenda package is a copy of the minutes of the July 30, 2019 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Biagetti seconded by Mr. Arp with all in favor the Minutes of the July 30, 2019 Meeting were approved.
---

**FOURTH ORDER OF BUSINESS****Consideration of Resolution 2019-08  
Setting a Public Hearing Date to Adopt the  
Revised Rules of Procedure**

Mr. Walters stated a copy of Resolution 2019-08 is included in your agenda package. There is also a short memorandum and a copy of the updated rules of procedure. Every three to four years, we like to come in and update the rules of procedure to make sure they are current with any changes in statutes.

On MOTION by Mr. Biagetti seconded by Mr. Arp with all in favor Resolution 2019-08 Setting a Public Hearing to Adopt the Revised Rules of Procedure on November 19, 2019 at 6:00 p.m. at the Pine Ridge Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068 was approved.

**FIFTH ORDER OF BUSINESS****Discussion of Capital Reserve Projects**

Mr. Torres stated at the last meeting we were in discussion about where the board wanted to go with certain capital projects. I brought a copy of the capital reserve study. There is a lot of mentions of pool shade structures and the slide tower refurbishment. We certainly don't have to make any decisions tonight, but it is something to think about.

Mr. Biagetti stated I would probably like to spend some time with Maria and Chris outside of a meeting and do a full inspection. I think the entry signs and the monuments are starting to show some age again.

**SIXTH ORDER OF BUSINESS****Update from MBS Capital Markets, LLC**

Mr. Walters stated I have working with Sete at MBS Capital Markets. She is working on the credit package that we discussed at the last meeting. We have had some hiccups with that to make sure we are getting the cleanest possible report. There are a couple of clean up items that we are working on now and then we hope to get that package sent in the near future. The goal is to have something back to the board by the next meeting.

**SEVENTH ORDER OF BUSINESS****Consideration of Down to Earth Proposal  
on Island Improvements**

Mr. Hall stated I was asked to get a proposal for sod but I haven't received it yet. The main thing is we have a credit from Down to Earth for \$6,500 that we could put toward this.

Mr. Ritchie asked what is the \$6,500 credit for?

Mr. Hall responded it is for pine straw that was never installed this year.



Mr. Ritchie asked what month did they install the Asian Jasmine last year?

Mr. Hall responded I couldn't tell you. They probably installed it right after Steve left.

Mr. Ritchie asked there was a year warranty on all of the plants, correct?

Mr. Hall responded no. I don't see any warranty in the past proposals.

Mr. Ritchie stated we shouldn't have given them the contract.

Mr. Arp stated every other week with my job I am in Queens Harbor and Renaissance World Golf Village and I have been looking at their islands and they all have sod in them. On the ends they have bushes on the end and in the middle they just have sod.

Mr. Hall stated these are calling for three and seven gallon plants. They are irrigated but I am not sure they can support sod.

Mr. Arp stated you would think there would be a much lower cost to fix these. I wish I would have emailed you pictures of some of their islands.

Mr. Ritchie stated one of the reasons this board approved the Asian Jasmine is because it had a low profile, so it could maximize visibility on both sides of the street.

Ms. Haney asked so all of the Jasmine is dead?

Mr. Hall responded a lot of it.

Ms. Haney stated there has been a lot of things that have happened. They tossed pine straw on top of it and practically suffocated the plants. They let weeds take over, so the plants never had a chance. They haven't taken care of the plants that they put down, so do we have a case against them? Would you say 50% of the plants are dead?

Mr. Hall responded yes.

Ms. Haney asked can we talk about Down to Earth's performance?

Mr. Biagetti responded yes.

Ms. Haney stated I think we have all heard and seen everything on Facebook about the horrible performance that this company has done lately. I would actually call it lack of performance.

Mr. Arp asked didn't we put them on notice a couple of meetings ago?

Mr. Torres responded yes. It was to address a specific issue relating to Rooster. I don't think that has happened again. We asked them to remedy the issue.

Ms. Haney stated and since that time I think their performance has gotten worse.

A resident stated they have done a lousy job of mowing and trimming.

Mr. Hall stated they haven't had a crew out here in two or three weeks. Josh said it was a company issue. The way it was explained to me was he doesn't have a crew.

Mr. Torres stated we can bring proposals back to the board at the next meeting. RMS will provide the proposers with the scope of services and the map.

Ms. Haney stated I would also ask that we don't ask the previous landscaper that we fired to bid on the project.

Mr. Ritchie stated that was United Landscaping.

Mr. Hall stated they are still in business, but I have never worked with them.

Mr. Arp stated I wonder if we need to reach out to Josh's boss and tell him about the problems we are having and discuss the bids with him. Maybe they will want to rectify them.

Mr. Hall stated I have met with Josh's boss. He is new to the company. The reason they don't have crews is because of Josh's boss. Josh is the one trying to get crews. I think we should put them on notice and see if they can get the place back up and running. DTE and R&D haven't had an increase in the last five years. I feel like they are doing this property for less than what the bids are going to be.

Mr. Arp asked is Josh on the property when they are mowing? I just feel like as the supervisor all he has to do is a quick drive through.

Mr. Hall responded he is usually on a mower.

Mr. Biagetti stated it seems like they are doing the basic mowing of the St. Augustine areas. The detail work in the Bahia grass is not there. Hopefully we will see a credit with their services. I agree with putting them on notice and see what they can do to turn things around. Maybe we can get a credit down the road to do the medians. I am not a patient person, so it has been tough.

Mr. Torres asked the credit is something they have already agreed to do, correct?

Mr. Hall responded yes. The \$6,500 is something that has already been paid for in the contract.

Mr. Biagetti stated I wouldn't be opposed to calling a special meeting in October. We are getting short on plant time with installation.

Mr. Torres stated we could have a meeting in early October.

Mr. Hall stated I would probably need 30 days to put the scope together.

Mr. Torres asked is there a 30 day notice requirement for Down to Earth for termination of their contract?

Mr. Walters responded yes.

Mr. Torres stated we will put Down to Earth on notice and we will also start preparing the bid package and have the proposals back at the November meeting.

On MOTION by Ms. Haney seconded by Ms. McNulty with all in favor to do an RFP for Landscape Services was approved.

#### **EIGHTH ORDER OF BUSINESS**

#### **Discussion of .177 Acre Parcel Adjacent to 4770 Creek Bluff Lane**

Mr. Torres stated we had a brief discussion on this item at the last meeting. Some of the supervisors wanted to table it, so they could drive by the empty lot. It is owned by the CDD and is adjacent to 4770 Creek Bluff Lane. The gentlemen by the name of Stephen Rees has received out to me. This is a lot that is technically maintained by the CDD, but he would like to maintain himself, so it could be done more frequently. There are several lots in the community like this.

Mr. Ritchie asked what maintenance do we do to those empty lots?

Mr. Torres responded they are maintained on an as needed basis.

Ms. McNulty stated it is not actually an empty lot. There are trees and shrubs on it.

Mr. Hall stated I think we could have the landscapers maintain it periodically and cut everything down.

A resident asked can we reimburse him for it?

Mr. Biagetti responded no. That would open the door to others.

Ms. Haney stated my concern is if you do one then you will have to do them all.

Mr. Biagetti stated I agree with that.

Ms. Haney asked can you email us the scope of services?

Mr. Torres responded yes. Just provide comments back to me or Chris but do not reply to all.

#### **NINTH ORDER OF BUSINESS**

#### **Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. District Manager**

There being none, the next item followed.

**C. Engineer**

There being none, the next item followed.

**D. Operations Manager – Report**

There being none, the next item followed.

**E. Amenity Manager**

Ms. Cranford stated at the last meeting we discussed the Zumba classes on a trial basis. She had a stamp card created. I wanted to make sure you were all still okay with moving ahead with Zumba. She was doing it on a trial basis with donations but now she would like to do a drop in rate of \$7 per class or she also has a punch card for five classes for \$20 or 10 classes for \$35 and then they would get one free class.

Ms. McNulty asked is she getting a good turnout?

Ms. Cranford responded she is averaging about seven people per class.

Mr. Biagetti stated maybe we could charge here a \$10 fee for hosting classes at our facility.

Mr. Torres stated you can do a revenue share cost. Jason would have to draft that. I have also seen communities not charge the vendor because they are providing a service to the residents.

Mr. Ritchie asked is this lady a resident?

Ms. Cranford responded she is.

Mr. Torres stated she has provided us with her certificate of insurance naming the District as an additional insurer.

Mr. Arp stated I am fine with not charging her right now. She is not making a lot of money right now and I kind of look at it as a service to our residents.

Ms. Cranford stated I have been speaking with another resident, who does yoga and didn't want to know if that was something the board was interested in providing. She wouldn't be able to start until November and it would be strictly on a donation basis.

Mr. Biagetti stated I am all for activities and options. I wouldn't be opposed to it.

Mr. Torres stated let's do the same process again for the yoga classes. Let's make sure she has the right insurance in place and send it to me.

Ms. Cranford stated okay. We had another cornhole tournament on Saturday. I had Cuban Fire Grill out here, as well.

**ELEVENTH ORDER OF BUSINESS      Audience    Comments    /    Supervisor's  
Requests**

Mr. Ritchie stated one of my residents came to me with a concern on how dark the amenity center parking lot is at night. The ends of the parking lot are light, but the center is very dark. There are two trees by the dumpster that are hiding the light there.

Mr. Hall stated we can trim the trees.

Mr. Ritchie stated another resident is concerned about the traffic going to the charter school. We really need crossing guards.

Mr. Torres stated we have talked to the sheriff's office. We have talked to the County. We have talked to the school board and the principal at the charter school. Unfortunately it is not in our jurisdiction to provide crossing guards. I encourage everyone to email Wayne Bolla. He is our County Commissioner.

*Ms. Haney resigned from the board of supervisors.*

**TWELFTH ORDER OF BUSINESS      Financial Statements**

**A.    Balance Sheet and Statement of Revenues & Expenditures for the Period  
Ending August 31, 2019**

Mr. Torres stated included in your agenda package is a copy of the balance sheet and income statement.

**B. Assessment Receipts Schedule**

Mr. Torres stated included in your agenda package is a copy of the assessment receipts schedule.

**C. Approval of Check Register**

Mr. Torres stated included in your agenda package is a copy of the check register, which totals \$114,789.13.

On MOTION by Ms. Haney seconded by Mr. Biagetti with all in favor the Check Register was approved.
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**THIRTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – 11/19/19 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center**

Mr. Torres stated the next scheduled meeting is November 19<sup>th</sup> at 6:00 p.m. at this location.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Haney seconded by Mr. Biagetti with all in favor the Meeting was adjourned.
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Secretary / Assistant Secretary

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Chairman / Vice Chairman

## *SIXTH ORDER OF BUSINESS*

## **RESOLUTION 2020-02**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Pine Ridge Plantation Community Development District (“**District**”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Clay County, Florida; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, the District has previously adopted Rules of Procedure to govern the administration of the District; and

**WHEREAS**, to provide for efficient and effective District operations and to maintain compliance with recent changes to Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Amended and Restated Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

**WHEREAS**, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The attached Amended and Restated Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Amended and Restated Rules of Procedure replace all prior versions of the Rules of Procedure and shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.



**PASSED AND ADOPTED** this 19<sup>th</sup> day of November, 2019.

**ATTEST:**

**PINE RIDGE PLANTATION COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**Exhibit A:** Amended and Restated Rules of Procedure

**EXHIBIT A:**  
**AMENDED AND RESTATED RULES OF PROCEDURE**

**AMENDED AND RESTATED  
RULES OF PROCEDURE  
PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT**

**EFFECTIVE AS OF NOVEMBER 19, 2019**

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**Rule 1.0      General.**

- (1) The Pine Ridge Plantation Community Development District (the “District”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Rule 1.1      Board of Supervisors; Officers and Voting.**

- (1) Board of Supervisors. The Board of Supervisors of the District (the "Board") shall consist of five (5) members. Members of the Board ("Supervisors") appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
  - (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
  - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.3143, 190.006, 190.007, Fla. Stat.



**Rule 1.2      District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.**

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
  - (a) Agenda packages for prior 24 months and next meeting;
  - (b) Official minutes of meetings, including adopted resolutions of the Board;
  - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
  - (d) Adopted engineer's reports;
  - (e) Adopted assessment methodologies/reports;
  - (f) Adopted disclosure of public financing;
  - (g) Limited Offering Memorandum for each financing undertaken by the District;
  - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
  - (i) District policies and rules;
  - (j) Fiscal year end audits; and
  - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

**Rule 1.3      Public Meetings, Hearings, and Workshops.**

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
  - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: "The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record."
- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as "meeting materials" shall not convert such materials into "meeting materials." For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
  - (a) District Counsel
  - (b) District Engineer
  - (c) District Manager
    - 1. Financial Report
    - 2. Approval of Expenditures
- Supervisor's requests and comments
- Public comment
- Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
  - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.



**Rule 1.4      Internal Controls to Prevent Fraud, Waste and Abuse**

- (1)    Internal Controls.    The District shall establish and maintain internal controls designed to:
- (a)    Prevent and detect “fraud,” “waste” and “abuse” as those terms are defined in section 11.45(1), Florida Statutes; and
  - (b)    Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (c)    Support economical and efficient operations; and
  - (d)    Ensure reliability of financial records and reports; and
  - (e)    Safeguard assets.
- (2)    Adoption.    The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 218.33(3), Fla. Stat.

**Rule 2.0      Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
  - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
  - (b) All notices given for a proposed rule;
  - (c) Any statement of estimated regulatory costs for the rule;
  - (d) A written summary of hearings, if any, on the proposed rule;
  - (e) All written comments received by the District and responses to those written comments; and
  - (f) All notices and findings pertaining to an emergency rule.
- (11) Petitions to Challenge Existing Rules.
- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
  - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
  - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
  - (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
  - (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
    - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
  - (iii) Regulate the course of the hearing, including any pre-hearing matters;
  - (iv) Enter orders; and
  - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
  - (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
  - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
    - (i) The rule from which a variance or waiver is requested;
    - (ii) The type of action requested;
    - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
    - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
  - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.035(2), Fla. Stat.

**Rule 3.0      Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
  - (a) “Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) “Continuing Contract” means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) “Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.



- (d) “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
  - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) "Invitation to Bid" is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) "Invitation to Negotiate" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) "Negotiate" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.
- (l) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
  - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
  - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) "Purchase" means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;
  - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
  - (v) The recent, current, and projected workloads of the entity/individual;
  - (vi) The volume of work previously awarded to the entity/individual;
  - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
  - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.033, 255.20, 287.055, Fla. Stat.

**Rule 3.1      Procedure Under the Consultants' Competitive Negotiations Act.**

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
  - (a) Hold all required applicable state professional licenses in good standing;
  - (b) Hold all required applicable federal licenses in good standing, if any;
  - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
  - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the

right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.



### **Rule 3.2 Procedure Regarding Auditor Selection.**

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) **Evaluation Criteria.** The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) Ability to furnish the required services; and
  - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (4) **Public Announcement.** After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) **Request for Proposals.** The Committee shall provide interested firms with a Request for Proposals ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(7) Board Selection of Auditor.

- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
  - (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.  
**Law Implemented:** §§ 119.0701, 218.33, 218.391, Fla. Stat.



**Rule 3.3      Purchase of Insurance.**

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 112.08, Fla. Stat.

### **Rule 3.4      Pre-qualification**

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
  - (a) The Board shall cause to be prepared a Request for Qualifications.
  - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
  - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
  - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
  - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or



responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(3) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
  - ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
  - iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
  - iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
  - v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
  - vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
  - viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
  - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
  - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
  - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
  - xii. The vendor or affiliate(s) has been convicted of a contract crime.
    - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
    - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.033, 255.0525, 255.20, Fla. Stat.

### **Rule 3.5      Construction Contracts, Not Design-Build.**

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.



**Rule 3.6 Construction Contracts, Design-Build.**

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
    - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
    - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
  - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
  - b. Hold all required applicable federal licenses in good standing, if any;
  - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
  - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the

Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
  9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
  10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

**Rule 3.7      Payment and Performance Bonds.**

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 255.05, Fla. Stat.

**Rule 3.8      Goods, Supplies, and Materials.**

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the



lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

**Rule 3.9      Maintenance Services.**

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;
    - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
  - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
  - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
  - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
  - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
  - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.  
**Law Implemented:** §§ 119.0701, 190.033, 287.017, Fla. Stat.

**Rule 3.10 Contractual Services.**

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

**Rule 3.11      Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.**

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1)      Filing.

- (a)      With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b)      Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c)      If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3,

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
  - (a) Administer oaths and affirmations;
  - (b) Rule upon offers of proof and receive relevant evidence;
  - (c) Regulate the course of the hearing, including any pre-hearing matters;



(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** § 190.033, Fla. Stat.

**Rule 4.0      Effective Date.**

These Rules shall be effective November 19, 2019, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

**Specific Authority:** §§ 190.011(5), 190.011(15), Fla. Stat.

**Law Implemented:** §§ 190.011(5), 190.011(15), Fla. Stat.

## *SEVENTH ORDER OF BUSINESS*

**RESOLUTION 2020-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND APPROVING CHANGE OF DESIGNATED REGISTERED AGENT AND REGISTERED OFFICE OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT.**

**WHEREAS**, the Pine Ridge Plantation Community Development District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Clay County, Florida; and

**WHEREAS**, the District is statutorily required to designate a registered agent and a registered office location for the purposes of records keeping and accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.014(1), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1.** Jason M. Walters of Hopping Green & Sams, PA, is hereby designated as Registered Agent for the District.

**Section 2.** The District's Registered Office shall be located at 119 South Monroe Street, Suite 300, Tallahassee, Florida 32301.

**Section 3.** In accordance with Section 189.014, Florida Statutes, the District's Secretary is hereby directed to file certified copies of this resolution with Clay County and the Florida Department of Economic Opportunity.

**Section 4.** This Resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED THIS 19<sup>TH</sup> DAY OF NOVEMBER, 2019.**

**ATTEST:**

**PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT  
DISTRICT**

**\_\_\_\_\_  
SECRETARY/ASST. SECRETARY**

**\_\_\_\_\_  
CHAIRPERSON/VICE CHAIRPERSON**

*EIGHTH ORDER OF BUSINESS*



# Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue  
Suite 200  
Fort Pierce, Florida 34950

772/461-6120 // 461-1155  
FAX: 772/468-9278

September 17, 2019

*ERNESTO TORRES*

James Oliver, District Manager  
Governmental Management Services, LLC  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

## The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Pine Ridge Plantation Community Development District, which comprise governmental activities and each major fund for the General Fund as of and for the year ended September 30, 2019 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2019.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

## The Responsibilities of the Auditor

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

Fort Pierce / Stuart

Member AICPA

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Private Companies practice Section

Member FICPA



Pine Ridge Plantation Community Development District  
September 17, 2019  
Page 2

In making our risk assessments, we consider internal control relevant to Pine Ridge Plantation Community Development District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by Pine Ridge Plantation Community Development District and that are to be included as part of our audit are listed below:

1. General Fund
2. Debt Service Fund
3. Capital Projects Fund



Pine Ridge Plantation Community Development District  
September 17, 2019  
Page 3

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentations of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
4. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.





Pine Ridge Plantation Community Development District  
September 17, 2019  
Page 4

Management is responsible for identifying and ensuring that Pine Ridge Plantation Community Development District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Pine Ridge Plantation Community Development District agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, Pine Ridge Plantation Community Development District agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Because Berger, Toombs, Elam, Gaines & Frank will rely on Pine Ridge Plantation Community Development District and its management and Board of Supervisors to discharge the foregoing responsibilities, Pine Ridge Plantation Community Development District holds harmless and releases Berger, Toombs, Elam, Gaines & Frank, its partners, and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of Pine Ridge Plantation Community Development District's management, which has caused, in any respect, Berger, Toombs, Elam, Gaines & Frank's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

### **Records and Assistance**

If circumstances arise relating to the condition of the Pine Ridge Plantation Community Development District's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issuing a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Pine Ridge Plantation Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

Pine Ridge Plantation Community Development District  
September 17, 2019  
Page 5

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Bernadette Peregrino. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

#### **Other Relevant Information**

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.

#### **Fees, Costs and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2019 will not exceed \$3,100 unless the scope of the engagement is changed, the assistance which Pine Ridge Plantation Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The two annual renewals must be mutually agreed and approved by the Board of Supervisors.

In the event we are requested or authorized by Pine Ridge Plantation Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Pine Ridge Plantation Community Development District, Pine Ridge Plantation Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



Pine Ridge Plantation Community Development District  
September 17, 2019  
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### **Information Security – Miscellaneous Terms**

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Pine Ridge Plantation Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Pine Ridge Plantation Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Pine Ridge Plantation Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

### **Reporting**

We will issue a written report upon completion of our audit of Pine Ridge Plantation Community Development District's financial statements. Our report will be addressed to the Board of Pine Ridge Plantation Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Pine Ridge Plantation Community Development District's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements;
- Management letter required by the Auditor General, State of Florida; and
- Attestation reports required by the Auditor General, State of Florida.

This letter constitutes the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Pine Ridge Plantation Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.



Berger, Toombs, Elam,  
Gaines & Frank  
Certified Public Accountants P.L.

Pine Ridge Plantation Community Development District  
September 17, 2019  
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Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam  
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK  
J. W. Gaines, CPA

Confirmed on behalf of the addressee:

*Fred L. Jones*

September 25, 2019



Judson B. Baggett  
MBA, CPA, CVA, Partner  
Marci Reutimann  
CPA, Partner

6815 Dairy Road  
Zephyrhills, FL 33542  
(813) 788-2155  
(813) 782-8606

## System Review Report

To the Directors

November 2, 2016

Berger, Toombs, Elam, Gaines & Frank, CPAs PL  
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL (the firm), in effect for the year ended May 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards and audits of employee benefit plans*.

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs PL in effect for the year ended May 31, 2016 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs PL, has received a peer review rating of *pass*.

*Baggett, Reutimann & Assoc.*

Baggett, Reutimann & Associates, CPAs, PA

(BERGER\_REPORT16)

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,  
ELAM, GAINES AND FRANK AND POINCIANA COMMUNITY  
DEVELOPMENT DISTRICT  
(DATED SEPTEMBER 17, 2019)**

**Public Records.** Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

GMS-SF, LLC  
135 WEST CENTRAL BLVD., SUITE 320  
ORLANDO, FL 32801  
TELEPHONE: 407-841-5524  
EMAIL: GFLINT@GMSCFL.COM

Auditor: J.W. Gaines

By: \_\_\_\_\_

Title: Director

Date: September 17, 2019

District: Pine Ridge Plantation  
CDD

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: September 25, 2019

## *NINTH ORDER OF BUSINESS*



**Pine Ridge Plantation Community Development District**  
**Request for Proposal**  
**Landscape & Irrigation Maintenance Services Evaluation Criteria**

		Personnel	Experience	Understanding of Scope of Work	Price	
		(E.g., geographic locations of the firm's headquarters or office in relation to the project; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)	(E.g., past record and experience of the respondent in similar projects; volume of work previously awarded to the firm; past performance for other Community Development Districts in other contracts; character; integrity; reputation of respondent, etc.)	Does the proposal demonstrate an understanding of the District's needs for the services requested?	40 points will be awarded to the Proposer submitting the lowest total price for completing the work, provided such lowest price does not indicate a lack of understanding of the scope of work. All other proposals will receive a percentage of this score based upon the difference between that Proposer's price and the lowest price.	Point Total
	Proposer	20	25	15	40	100
1	Brightview					
2	Down To Earth					
3	Duval					
4	Tree Amigos					
5	VerdeGo					
6	Yellowstone					

## *ELEVENTH ORDER OF BUSINESS*

*D.*

**Pine Ridge Plantation Community Development District**  
4200 Pine Ridge Parkway, Middleburg, Florida 32068  
904-509-6445

Date: November 19, 2019

To: Pine Ridge Plantation CDD, Board of Supervisors

From: Maria Cranford, Amenity Manager &  
Chris Hall, Operations Manager

Re: Monthly Facility Memorandum

**Completed Items:**

1. The white caps on the entrance signs and pillars have been painted.
2. Howard A/C has replaced the inoperable a/c unit in the clubhouse.
3. The broken light on one of the patio ceiling fans was removed.
4. The switch that was not working for the patio lights and fans has been replaced.
5. Fitness Pro has replaced the lower console board on the treadmill that the buttons were not working properly.
6. Turner Pest Control has completed its quarterly pest control service.
7. Fitness Pro has completed quarterly preventative maintenance on the fitness equipment.
8. Amenity center lights are being checked and replaced as needed.
9. Outdoor district lights are being checked and replaced as needed.
10. RMS continues to maintain the swimming pool.
11. Playground has been inspected and the loose equipment has been tightened.
12. Trash is being picked up weekly along the roadways and common areas by RMS.
13. Dog waste stations are being changed and stocked weekly.

**Landscaping & Lakes:**

1. Down to Earth continues to maintain the grounds throughout.
2. Several irrigation repairs have been completed by Down to Earth.
3. One (1) dead Patio Ligustrum has been replaced along Tynes Blvd.
4. Four (4) Oak trees have been planted, replacing declining trees along Pine Ridge Pkwy.
5. East Palatka Holly tree has been replaced after getting hit by a car.
6. Dead Palm tree has been removed, stump grinded and sodded over at the amenity center

7. Four (4) dead trees have been removed from preserve area behind residence homes for safety concerns.
8. Bark mulch/pine straw mulch has been installed throughout the community.
9. Lake Doctor's continues to maintain the lakes.
10. RMS continues to inspect and clean all the lakes and outfall structures.

**Amenity Manager:**

1. Total number of rentals for October, November and December = 25
2. North Florida Vending continues to service our drink machine.
3. Community Halloween Event was held at the amenity center on October 26<sup>th</sup> from 6pm to 9pm. Featured a haunted house, trunk or treat (including gift cards to the top 3 decorated trunks) and a candy guessing game. Winners received the contents of the jar and a pumpkin. Richmond American Homes also set up a candy table.
4. Stargazing Event November 9<sup>th</sup>.
5. Cuban Fire Grill and Frozen Sweets Treat truck with both in attendance for the November 9<sup>th</sup> stargazing event from 6pm to 9pm.
6. Yoga classes started in the amenity center on November 5<sup>th</sup>. Classes are held at 6pm on Tuesdays and are strictly donations only.
7. Zumba classes continue to be a success.
8. Community Christmas event is scheduled for Sunday, December 8<sup>th</sup> from 10am to 1pm. Residents will get to enjoy breakfast with Santa, take pictures and choose from 15 ornament designs to decorate.
9. Community yard sale will be held Saturday, December 14<sup>th</sup> and Sunday December 15<sup>th</sup> from 8am to 1pm.

Should you have any questions or comments regarding the above information, please contact Chris Hall at (904)657-9211, [chall@rmsnf.com](mailto:chall@rmsnf.com) or Pine Ridge Amenity Manager at (904) 291-8878, [prmgr@riversidemgtsvc.com](mailto:prmgr@riversidemgtsvc.com).

*E.*



# CR800 SEMI-RECUMBENT BIKE



OPTIONAL TV BRACKET (TV NOT INCLUDED)

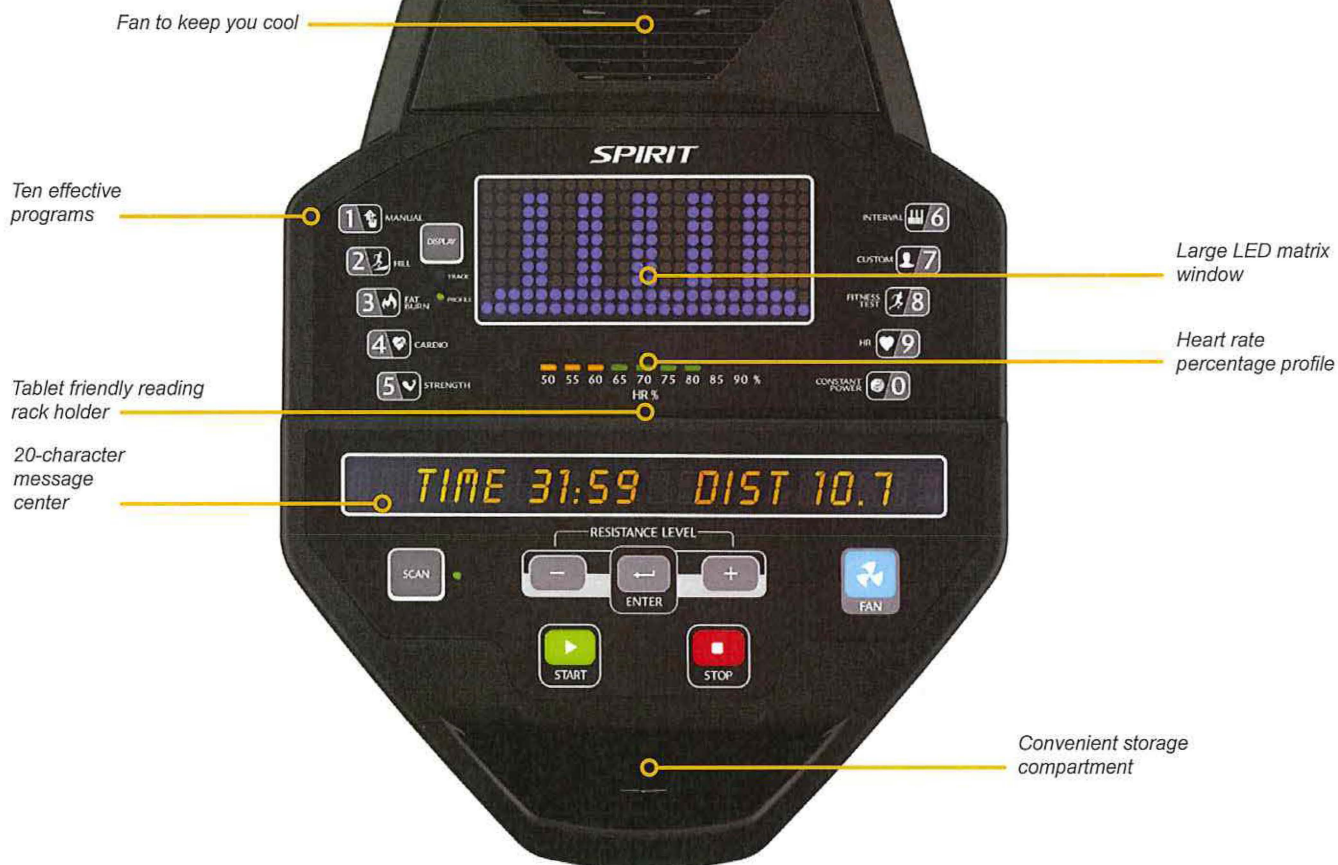
The **CR800** Semi-Recumbent Bike is the perfect bike for the commercial environment. The step-through design makes it easy for your clients to get on the bike, and the easy-adjust seat allows them to find the most comfortable position. The console offers multiple programs, most with 40 levels of resistance and enough feedback information to make sure your clients never grow bored of the CR800. The extra-smooth ride comes from the perfect gearing and the integrated generator/flywheel system.

## **CR800** SEMI-RECUMBENT BIKE

- Smooth, quiet 20" stride, which is the optimal distance for the average user
- Dual rollers on each pedal arm for a sturdier base
- Generator powered console means there is no need for electricity
- 2 degrees of inversion at each foot pedal places the user in an anatomically correct position
- 40 levels of resistance to satisfy the needs of beginners or advanced exercisers
- C-safe power and communication capabilities for A/V control







## CR800 CONSOLE FEATURES

As with any product, a major importance is the user interface. We focused on making everything easily accessible and comfortable: A storage tray for a phone, keys, or an MP3 player, ergonomically friendly pulse grip handles for a more natural hand position, and a turbo cooling fan to keep your clients cool and encourage them to work out longer. Our large, easy-to-read console gives your clients constant feedback from calories to distance to time.

## EQUIPMENT SPECIFICATIONS

CONSOLE	large blue LED matrix, 20-character LED message center, LED heart rate bar, tablet friendly reading rack, turbo cooling fan
PROGRAMS	manual, hill, fat burn, cardio, strength, interval, fit test, HR, constant power, custom
HEART RATE	contact and telemetric compatible (chest strap sold separately)
RESISTANCE	40 levels
DRIVE TRAIN	poly-v belt with self-tensioner
POWER	self-generating
FLYWHEEL SYSTEM	30 lbs.
PEDALS	oversized with fast latching system
FRAME	heavy-gauge high-strength steel with durable powder-coat paint
DIMENSIONS	57" x 30" x 51"
PRODUCT WEIGHT	145 lbs.
MAX USER WEIGHT	450 lbs.

## WARRANTY INFORMATION

Commercial (Non-dues Paying Facilities) – Lifetime frame, 5 years parts and electronics, and 2 years labor



*THIRTEENTH ORDER OF BUSINESS*

*A.*

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**COMBINED BALANCE SHEET**  
**September 30, 2019**

	<u>Governmental Fund Types</u>			
	<u>General</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Totals 2019</u>
<b><u>ASSETS:</u></b>				
CASH	\$90,059	\$316,589	---	\$406,648
INVESTMENTS				
Reserve A	---	---	\$750,403	\$750,403
Prepayment A	---	---	---	\$0
Revenue A	---	---	\$462,937	\$462,937
Construction	---	---	---	\$4,452
State Board	\$610,600	---	---	\$610,600
PREPAID EXPENSES	\$16,447	---	---	\$16,447
<b>TOTAL ASSETS</b>	<b>\$717,105</b>	<b>\$316,589</b>	<b>\$1,213,340</b>	<b>\$2,251,486</b>
<b><u>LIABILITIES:</u></b>				
ACCOUNTS PAYABLE	\$14,636	---	---	\$14,636
<b>FUND BALANCES:</b>				
NONSPENDABLE	\$16,006	---	---	\$16,006
UNASSIGNED	\$686,463	---	---	\$686,463
RESTRICTED FOR DEBT SERVICE	---	---	\$1,213,340	\$1,213,340
RESTRICTED FOR CAPITAL PROJECTS	---	\$316,589	---	\$321,041
<b>TOTAL LIABILITIES &amp; FUND EQUITY &amp; OTHER CREDITS</b>	<b>\$717,105</b>	<b>\$316,589</b>	<b>\$1,213,340</b>	<b>\$2,251,486</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended September 30, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/19	ACTUAL THRU 09/30/19	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Collector	\$537,569	\$537,569	\$546,874	\$9,305
Misc./Facility Rental Income	\$3,000	\$3,000	\$8,688	\$5,688
Interest Income	\$1,500	\$1,500	\$13,771	\$12,271
<b>TOTAL REVENUES</b>	<b>\$542,069</b>	<b>\$542,069</b>	<b>\$569,333</b>	<b>\$27,264</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisors Fees/FICA Taxes	\$10,334	\$10,334	\$7,536	\$2,799
Engineering	\$7,000	\$7,000	\$1,466	\$5,534
Arbitrage	\$1,200	\$1,200	\$1,100	\$100
Dissemination	\$5,000	\$5,000	\$5,000	(\$0)
Assessment Roll	\$5,260	\$5,260	\$4,260	\$1,000
Attorney	\$20,000	\$20,000	\$19,071	\$929
Annual Audit	\$3,750	\$3,750	\$3,100	\$650
Trustee	\$6,000	\$0	\$0	\$0
Management Fees	\$44,290	\$44,290	\$44,290	\$0
Computer Time	\$1,000	\$1,000	\$1,000	\$0
Telephone	\$350	\$350	\$285	\$65
Postage	\$600	\$600	\$964	(\$364)
Printing & Binding	\$1,200	\$1,200	\$1,224	(\$24)
Insurance	\$7,893	\$7,893	\$7,441	\$452
Legal Advertising	\$1,500	\$1,500	\$1,736	(\$236)
Other Current Charges	\$300	\$300	\$365	(\$65)
Website Domain	\$1,200	\$1,200	\$1,200	\$0
Office Supplies	\$500	\$500	\$83	\$417
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>ADMINISTRATIVE EXPENDITURES</b>	<b>\$117,552</b>	<b>\$111,552</b>	<b>\$100,295</b>	<b>\$11,257</b>
<b>GROUNDS MAINTENANCE:</b>				
Landscape Maintenance	\$100,000	\$100,000	\$91,460	\$8,540
Lake Maintenance	\$7,728	\$7,728	\$9,132	(\$1,404)
Electric	\$2,500	\$2,500	\$1,337	\$1,163
Water	\$39,000	\$39,000	\$31,864	\$7,136
Repairs And Maintenance	\$20,000	\$20,000	\$16,870	\$3,130
Contingencies	\$550	\$550	\$2,723	(\$2,173)
<b>GROUNDS MAINTENANCE EXPENDITURES</b>	<b>\$169,778</b>	<b>\$169,778</b>	<b>\$153,385</b>	<b>\$16,393</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended September 30, 2019

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/19	ACTUAL THRU 09/30/19	VARIANCE
<b>EXPENDITURES:</b>				
<b><u>AMENITY CENTER</u></b>				
Insurance	\$8,398	\$8,398	\$8,565	(\$167)
General Facility Maintenance	\$15,000	\$15,000	\$13,455	\$1,545
Repairs & Replacements	\$7,500	\$7,500	\$11,634	(\$4,134)
Recreational Passes	\$500	\$500	\$0	\$500
Postage	\$100	\$100	\$0	\$100
Printing & Email Marketing	\$125	\$125	\$0	\$125
Office Supplies	\$700	\$700	\$793	(\$93)
Other Current Charges	\$250	\$250	\$0	\$250
Permit Fees	\$250	\$250	\$250	\$0
Contingency	\$5,000	\$5,000	\$3,040	\$1,961
Amenity Management	\$50,923	\$50,923	\$50,923	\$0
Facility Assistant	\$24,561	\$24,561	\$8,369	\$16,192
Special Events	\$12,000	\$12,000	\$12,752	(\$752)
Preventive Maintenance	\$2,500	\$2,500	\$1,438	\$1,063
<b><u>Utilities</u></b>				
Water & Sewer	\$3,500	\$3,500	\$3,485	\$15
Electric	\$23,000	\$23,000	\$18,075	\$4,925
Cable/Phone/Internet	\$3,000	\$3,000	\$2,552	\$448
Internet	\$1,360	\$1,360	\$0	\$1,360
<b><u>Management Contracts</u></b>				
Field Management Services	\$20,000	\$20,000	\$20,000	(\$0)
Lifeguards	\$16,500	\$16,500	\$20,394	(\$3,894)
Pool Maintenance	\$12,500	\$12,500	\$12,100	\$400
Pool Chemicals	\$11,400	\$11,400	\$11,879	(\$479)
Janitorial	\$7,740	\$7,740	\$7,740	\$0
Janitorial Supplies	\$1,200	\$1,200	\$1,897	(\$697)
Refuse Service	\$4,850	\$4,850	\$5,670	(\$820)
Security	\$10,000	\$10,000	\$10,660	(\$660)
Capital Projects	\$35,000	\$35,000	\$35,000	\$0
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$277,857</b>	<b>\$277,857</b>	<b>\$260,669</b>	<b>\$17,188</b>
<b><u>OTHER FINANCIAL SOURCES/(USES)</u></b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$565,187</b>	<b>\$559,187</b>	<b>\$514,350</b>	<b>\$44,837</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$23,118)</b>		<b>\$54,983</b>	
FUND BALANCE - Beginning	\$23,118		\$631,480	
FUND BALANCE - Ending	\$0		<b>\$686,463</b>	

**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**  
 Month-to-Month  
 Fiscal Year 2019

**REVENUES:**

Assessments - Tax Collector	\$537,569	\$0	\$2,914	\$143,786	\$332,045	\$3,939	\$4,424	\$3,500	\$752	\$53,884	\$1,630	\$0	\$0	\$546,874
Interest Income	\$1,500	\$799	\$796	\$868	\$907	\$817	\$1,013	\$1,508	\$1,542	\$1,478	\$1,512	\$1,375	\$1,156	\$13,771
Misc./Facility Rental Income	\$3,000	\$0	\$2,350	\$0	\$300	\$2,475	\$375	\$0	\$0	\$1,913	\$550	\$525	\$200	\$8,688
<b>TOTAL REVENUES</b>	<b>\$542,069</b>	<b>\$799</b>	<b>\$6,060</b>	<b>\$144,654</b>	<b>\$333,252</b>	<b>\$7,231</b>	<b>\$5,812</b>	<b>\$5,008</b>	<b>\$2,295</b>	<b>\$57,274</b>	<b>\$3,692</b>	<b>\$1,900</b>	<b>\$1,356</b>	<b>\$569,333</b>

**EXPENDITURES:**

**ADMINISTRATIVE:**

Supervisors Fees/FICA Taxes	\$10,334	\$0	\$1,077	\$0	\$1,077	\$1,077	\$0	\$1,077	\$1,077	\$0	\$1,077	\$0	\$1,077	\$7,536
Engineering	\$7,000	\$0	\$0	\$0	\$0	\$791	\$0	\$0	\$0	\$0	\$192	\$483	\$1,466	
Arbitrage	\$1,200	\$0	\$600	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$1,100	
Dissemination	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$5,000
Assessment Roll	\$5,260	\$0	\$4,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,260
Attorney	\$20,000	\$1,215	\$1,572	\$345	\$0	\$1,991	\$3,084	\$4,050	\$1,772	\$759	\$2,014	\$956	\$1,315	\$19,071
Annual Audit	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,100	\$0	\$0	\$0	\$3,100
Trustee	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$44,290	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$44,290
Computer Time	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$1,000
Telephone	\$350	\$22	\$47	\$0	\$38	\$0	\$22	\$53	\$0	\$63	\$38	\$0	\$4	\$285
Postage	\$600	\$57	\$137	\$16	\$121	\$15	\$0	\$136	\$168	\$19	\$149	\$29	\$117	\$964
Printing & Binding	\$1,200	\$237	\$44	\$212	\$5	\$178	\$31	\$10	\$126	\$132	\$31	\$183	\$36	\$1,224
Insurance	\$7,893	\$7,441	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,441
Legal Advertising	\$1,500	\$0	\$61	\$0	\$61	\$61	\$73	\$62	\$0	\$200	\$0	\$1,156	\$61	\$1,736
Other Current Charges	\$300	\$0	\$50	\$0	\$13	\$13	\$13	\$250	\$0	\$0	\$13	\$15	\$0	\$365
Website Domain	\$1,200	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Office Supplies	\$500	\$15	\$0	\$16	\$1	\$14	\$0	\$0	\$13	\$11	\$1	\$11	\$1	\$83
Dues, Licenses & Subscriptions	\$175	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175

**ADMINISTRATIVE EXPENDITURES**

<b>\$117,552</b>	<b>\$13,277</b>	<b>\$12,313</b>	<b>\$4,879</b>	<b>\$5,806</b>	<b>\$8,428</b>	<b>\$7,513</b>	<b>\$9,928</b>	<b>\$7,947</b>	<b>\$8,574</b>	<b>\$7,612</b>	<b>\$6,833</b>	<b>\$7,384</b>	<b>\$100,295</b>
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**GROUNDS MAINTENANCE:**

Landscape Maintenance	\$100,000	\$7,160	\$7,160	\$7,160	\$7,160	\$8,000	\$7,160	\$7,160	\$9,930	\$8,786	\$7,160	\$7,464	\$7,160	\$91,460
Lake Maintenance	\$7,728	\$656	\$656	\$656	\$1,916	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$656	\$9,132
Electric	\$2,500	\$175	\$182	\$0	\$0	\$82	\$107	\$115	\$121	\$132	\$137	\$144	\$142	\$1,337
Water	\$39,000	\$1,828	\$2,860	\$2,261	\$2,437	\$1,673	\$1,874	\$2,211	\$3,526	\$4,612	\$3,012	\$3,178	\$2,392	\$31,864
Repairs And Maintenance	\$20,000	\$0	\$1,820	\$1,201	\$1,496	\$1,667	\$1,288	\$1,639	\$1,667	\$2,281	\$1,445	\$1,429	\$938	\$16,870
Contingencies	\$550	\$0	\$720	\$0	\$0	\$1,515	\$0	\$0	\$0	\$488	\$0	\$0	\$0	\$2,723

**GROUNDS MAINTENANCE EXPENDITURES**

<b>\$169,778</b>	<b>\$9,819</b>	<b>\$13,398</b>	<b>\$11,278</b>	<b>\$13,009</b>	<b>\$13,593</b>	<b>\$11,084</b>	<b>\$11,781</b>	<b>\$15,900</b>	<b>\$16,955</b>	<b>\$12,410</b>	<b>\$12,871</b>	<b>\$11,286</b>	<b>\$153,385</b>
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**PINE RIDGE PLANTATION**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**GENERAL FUND**  
 Month-to-Month  
 Fiscal Year 2019

ADOPTED BUDGET	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
<b><u>AMENITY CENTER</u></b>													
Insurance	\$8,398	\$8,565	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,565
General Facility Maintenance	\$15,000	\$0	\$1,847	\$589	\$1,250	\$1,250	\$890	\$1,250	\$1,250	\$1,105	\$1,979	\$795	\$13,455
Repairs & Replacements	\$7,500	\$600	\$3,340	\$1,056	\$1,337	\$625	\$1,584	\$267	\$286	\$1,439	\$974	\$0	\$11,634
Recreational Passes	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing & Email Marketing	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$700	\$0	\$19	\$0	\$0	\$0	\$253	\$0	\$308	\$214	\$0	\$0	\$793
Other Current Charges	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permit Fees	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$250
Contingency	\$5,000	\$0	\$0	\$0	\$794	\$427	\$835	\$0	\$0	\$0	\$588	\$396	\$3,040
Amenity Management	\$50,923	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$4,244	\$50,923
Facility Assistant	\$24,561	\$0	\$0	\$0	\$0	\$0	\$200	\$1,150	\$2,413	\$2,006	\$2,600	\$0	\$8,369
Special Events	\$12,000	\$3,474	\$678	\$3,020	\$0	\$0	\$491	\$4,171	\$0	\$495	\$0	\$483	\$12,752
Preventive Maintenance	\$2,500	\$0	\$94	\$420	\$0	\$194	\$0	\$94	\$0	\$300	\$336	\$0	\$1,438
<b><u>Utilities</u></b>													
Water & Sewer	\$3,500	\$287	\$287	\$275	\$275	\$281	\$275	\$278	\$305	\$299	\$342	\$299	\$3,485
Electric	\$23,000	\$1,966	\$1,678	\$0	\$0	\$1,658	\$1,518	\$1,518	\$1,858	\$2,065	\$1,664	\$2,150	\$18,075
Cable/Phone/Internet	\$3,000	\$206	\$369	\$220	\$34	\$369	\$0	\$203	\$163	\$163	\$163	\$315	\$2,552
Internet	\$1,360	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b><u>Management Contracts</u></b>													
Field Management Services	\$20,000	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$1,667	\$20,000
Lifeguards	\$18,500	\$0	\$0	\$0	\$0	\$0	\$1,475	\$0	\$6,397	\$5,617	\$5,255	\$1,650	\$20,394
Pool Maintenance	\$12,500	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$1,008	\$12,100
Pool Chemicals	\$11,400	\$953	\$953	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$997	\$11,679
Janitorial	\$7,740	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$7,740
Janitorial Supplies	\$1,200	\$0	\$251	\$48	\$0	\$219	\$75	\$104	\$235	\$202	\$201	\$386	\$1,697
Refuse Service	\$4,850	\$503	\$507	\$506	\$504	\$503	\$493	\$506	\$537	\$0	\$597	\$537	\$5,670
Security	\$10,000	\$683	\$1,003	\$695	\$719	\$635	\$907	\$719	\$999	\$1,164	\$1,304	\$1,304	\$10,660
Capital Projects	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
<b>AMENITY CENTER EXPENDITURES</b>	<b>\$277,857</b>	<b>\$24,800</b>	<b>\$18,589</b>	<b>\$15,390</b>	<b>\$13,474</b>	<b>\$14,723</b>	<b>\$52,716</b>	<b>\$17,511</b>	<b>\$22,050</b>	<b>\$24,072</b>	<b>\$22,413</b>	<b>\$20,705</b>	<b>\$260,669</b>
<b>TOTAL EXPENDITURES</b>	<b>\$565,187</b>	<b>\$47,896</b>	<b>\$44,301</b>	<b>\$31,548</b>	<b>\$32,088</b>	<b>\$36,744</b>	<b>\$71,314</b>	<b>\$39,220</b>	<b>\$45,896</b>	<b>\$49,661</b>	<b>\$42,434</b>	<b>\$40,409</b>	<b>\$514,350</b>
<b><u>OTHER SOURCES/USES:</u></b>													
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$23,118)</b>	<b>(\$47,098)</b>	<b>(\$36,241)</b>	<b>\$113,106</b>	<b>\$301,164</b>	<b>(\$29,513)</b>	<b>(\$65,502)</b>	<b>(\$34,212)</b>	<b>(\$43,601)</b>	<b>\$7,673</b>	<b>(\$36,742)</b>	<b>(\$38,509)</b>	<b>\$54,983</b>

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended September 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/19	ACTUAL THRU 09/30/19	VARIANCE
<b>REVENUES:</b>				
Capital Reserve Funding	\$35,000	\$35,000	\$35,000	\$0
<b>TOTAL REVENUES</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$0</b>
<b>EXPENDITURES:</b>				
Maintenance Reserve (1)	\$0	\$0	\$17,721	(\$17,721)
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,721</b>	<b>(\$17,721)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$35,000</b>		<b>\$17,279</b>	
FUND BALANCE - Beginning	\$327,493		\$299,310	
FUND BALANCE - Ending	<u>\$362,493</u>		<u>\$316,589</u>	



# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT DEBT SERVICE FUND 2006A

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended September 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/19	ACTUAL THRU 09/30/19	VARIANCE
<b>REVENUES:</b>				
Assessments - Tax Roll	\$727,641	\$727,641	\$943,980	\$216,339
Interest Income	\$3,000	\$3,000	\$27,276	\$24,276
<b>TOTAL REVENUES</b>	<b>\$730,641</b>	<b>\$730,641</b>	<b>\$971,255</b>	<b>\$240,614</b>
<b>EXPENDITURES:</b>				
Interest Expense - 11/1	\$297,810	\$297,810	\$297,810	\$0
Principal Expense - 5/1	\$340,000	\$340,000	\$340,000	\$0
Interest Expense - 5/1	\$297,810	\$297,810	\$297,819	(\$9)
Principal Prepayment - 5/1	\$0	\$0	\$30,000	(\$30,000)
<b>TOTAL EXPENDITURES</b>	<b>\$935,620</b>	<b>\$935,620</b>	<b>\$965,629</b>	<b>(\$30,009)</b>
<b>OTHER FINANCIAL SOURCES/(USES)</b>				
Other Bond Service Costs	\$0	\$0	(\$31,465)	(\$31,465)
Interfund Transfer in/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$31,465)</b>	<b>(\$31,465)</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>(\$204,979)</b>		<b>(\$25,838)</b>	
FUND BALANCE - Beginning	\$233,914		\$1,239,178	
FUND BALANCE - Ending	<u>\$28,935</u>		<u>\$1,213,340</u>	

# PINE RIDGE PLANTATION

## COMMUNITY DEVELOPMENT DISTRICT CAPITAL PROJECTS FUND 2006A/B

Statement of Revenues & Expenditures and Changes in Fund Balance  
For the Period Ended September 30, 2019

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/19	ACTUAL THRU 09/30/19	VARIANCE
<b>REVENUES:</b>				
Interest Income	\$0	\$0	\$86	\$86
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$86</b>	<b>\$86</b>
<b>EXPENDITURES:</b>				
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER FINANCIAL SOURCES/(USES)</b>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
<b>TOTAL OTHER FINANCIAL SOURCES/(USES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$86</b>	
FUND BALANCE - Beginning	\$0		\$4,366	
FUND BALANCE - Ending	<b>\$0</b>		<b>\$4,452</b>	

# PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

Bond Issue:	<u><b>Series 2006A Special Assessment Bonds</b></u>
Original Issue Amount:	\$14,090,000
Interest Rate:	5.40%
Maturity Date:	May 1, 2037
Reserve Fund Requirement:	Lesser of: (i) Max Annual Debt Service for Bonds Outstanding (ii) 125% of Average Debt Service for Bonds Outstanding (iii) 10% of Original proceeds

Bonds outstanding - 9/30/13	\$12,540,000	
Less:		
	11/1/13	\$0
	5/1/14	(\$260,000)      Mandatory
	5/1/14	(\$15,000)      Special Call
	11/1/14	(\$35,000)      Special Call
	5/1/15	(\$275,000)      Mandatory
	5/1/15	(\$5,000)      Special Call
	5/1/16	(\$290,000)      Mandatory
	5/1/17	(\$305,000)      Mandatory
	5/1/18	(\$325,000)      Mandatory
	5/1/19	(\$340,000)      Mandatory
	5/1/19	(\$30,000)      Special Call
Current Bonds Outstanding:	\$10,660,000	

*B.*

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2019 SUMMARY OF ASSESSMENTS**

ASSESSED	# UNITS ASSESSED	SERIES 2006 DEBT ASSESSED	FY19 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	742	935,454.59	541,934.99	1,477,389.58
<b>TOTAL ASSESSED NET</b>	<b>742</b>	<b>935,454.59</b>	<b>541,934.99</b>	<b>1,477,389.58</b>

RECEIVED	BALANCE DUE	SERIES 2006 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	(13,463.76)	943,979.57	546,873.77	1,490,853.34
<b>TOTAL RECEIPTS</b>	<b>(13,463.76)</b>	<b>943,979.57</b>	<b>546,873.77</b>	<b>1,490,853.34</b>

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2006 DEBT RECEIVED	O&M RECEIVED	TOTAL
1	11/14/2018	5,029.93	2,913.98	7,943.91
2	11/30/2018	248,195.23	143,786.44	391,981.67
3	12/10/2018	508,603.85	294,648.42	803,252.27
4	12/18/2018	64,551.19	37,396.31	101,947.50
5	1/17/2019	6,798.54	3,938.58	10,737.12
6	2/20/2019	1,860.54	1,077.87	2,938.41
7	3/21/2019	5,776.04	3,346.22	9,122.26
8	4/12/2019	6,041.20	3,499.84	9,541.04
9	5/13/2019	1,298.50	752.26	2,050.76
10	6/11/2019	93,010.90	53,883.82	146,894.72
TAX CERTIFICATES	6/26/2019	2,813.65	1,630.03	4,443.68
		-	-	
		-	-	
		-	-	
<b>TOTAL FY18 TAX ROLL RECEIPTS</b>		<b>943,979.57</b>	<b>546,873.77</b>	<b>1,490,853.34</b>

<b>% TAX ROLL COLLECTED FY18</b>	<b>100.91%</b>	<b>100.91%</b>	<b>100.91%</b>
<b>TOTAL COLLECTED FY18</b>	<b>100.91%</b>	<b>100.91%</b>	<b>100.91%</b>

*C.*

# PINE RIDGE PLANTATION

Community Development District

## Check Run Summary - General Fund

9/1/2019 - 10/31/2019

Date	Check Numbers	Amount
<b>General Fund</b>		
9/1/19 - 9/30/19	2459-2475	\$ 42,434.86
10/1/19 - 10/31/19	2476-2494	\$ 30,082.89
		<b>\$ 72,517.75</b>
<b>Utilities and Autopayments</b>		
September 7, 2019	AT&T	\$ 84.26
September 9, 2019	Advanced Disposal	\$ 534.86
September 16, 2019	SafeTouch	\$ 83.88
September 20, 2019	Clay Electric	\$ 2,142.00
September 26, 2019	Clay County Utilities	\$ 2,672.70
October 6, 2019	Advanced Disposal	\$ 534.08
October 7, 2019	AT&T	\$ 39.19
October 15, 2019	SafeTouch	\$ 83.88
October 21, 2019	Clay Electric	\$ 2,015.00
October 25, 2019	Clay County Utilities	\$ 2,656.06
<b>TOTAL UTILITIES PAID ONLINE OR AUTOPAY</b>		<b>\$ 10,845.91</b>
		<b>\$ 83,363.66</b>

\*Fedex invoices available upon request.

AP300R  
\*\*\* CHECK NOS. 002459-002494

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 11/08/19  
PINE RIDGE PLANTATION - GF  
BANK A PINE RIDGE PLANTATIO

PAGE 1

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
9/06/19	00054	7/01/19 13129558	201907 330-57200-46500	JUL POOL CHEMICALS	*	997.37	
				POOLSURE			997.37 002459
9/13/19	00069	8/30/19 303406	201909 310-51300-48000	NOTICE OF MEETING 9/17/19	*	60.75	
				CLAY TODAY			60.75 002460
9/13/19	00134	9/01/19 45195	201909 320-53800-46200	SEP LANDSCAPE MAINTENANCE	*	7,160.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			7,160.00 002461
9/13/19	00003	9/01/19 192	201909 310-51300-34000	SEP MANAGEMENT FEES	*	3,690.83	
		9/01/19 192	201909 310-51300-49100	SEP WEBSITE ADMIN	*	100.00	
		9/01/19 192	201909 310-51300-35100	SEP INFORMATION TECH	*	83.33	
		9/01/19 192	201909 310-51300-31300	SEP DISSEMINATION SERVICE	*	416.67	
		9/01/19 192	201909 310-51300-51000	OFFICE SUPPLIES	*	.54	
		9/01/19 192	201909 310-51300-42000	POSTAGE	*	8.31	
		9/01/19 192	201909 310-51300-42500	COPIES	*	36.15	
		9/01/19 192	201909 310-51300-41000	TELEPHONE	*	4.35	
				GOVERNMENTAL MANAGEMENT SERVICES			4,340.18 002462
9/13/19	00005	8/30/19 109611	201907 310-51300-31500	JUL GEN COUNS/MONTH MEET	*	2,013.50	
				HOPPING GREEN & SAMS			2,013.50 002463
9/13/19	00054	9/01/19 13129558	201909 330-57200-46500	SEP POOL CHEMICALS	*	997.37	
				POOLSURE			997.37 002464
9/13/19	00073	9/01/19 287	201909 330-57200-46200	SEP JANITORIAL SERVICES	*	645.00	
		9/01/19 287	201909 330-57200-46400	SEP POOL MAINTENANCE	*	1,008.33	
		9/01/19 287	201909 330-57200-34000	SEP OPERATION MANAGEMENT	*	1,666.67	
		9/01/19 287	201909 330-57200-34100	SEP FACILITY MANAGEMENT	*	4,243.58	
				RIVERSIDE MANAGEMENT SERVICES INC			7,563.58 002465

PRP --PINERIDGE-- BPEREGRINO



AP300R  
\*\*\* CHECK NOS. 002459-002494

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 11/08/19  
PINE RIDGE PLANTATION - GF  
BANK A PINE RIDGE PLANTATIO

PAGE 2

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
9/13/19	00076	9/01/19 454391	201909 320-53800-46400	SEP LAKE MAINTENANCE	*	656.00	
				THE LAKE DOCTORS INC			656.00 002466
9/13/19	00152	8/26/19 5932365	201908 330-57200-46600	QTR PEST CONTROL-AUG19	*	94.00	
				TURNER PEST CONTROL			94.00 002467
9/27/19	00107	9/10/19 SSI09165	201908 330-57200-34500	AUG EMPLOYMENT ADMIN FEE	*	160.00	
		9/10/19 SSI09165	201908 330-57200-34500	AUG SCHEDULING FEE	*	100.00	
				CLAY COUNTY SHERIFF'S OFFICE			260.00 002468
9/27/19	00106	9/08/19 09082019	201908 330-57200-34500	8/2/19-8/31/19 SECURITY	*	720.00	
				MATTHEW EDMONSON			720.00 002469
9/27/19	00035	9/12/19 9584	201909 300-15500-10000	FY20 ADMIN INSURANCE	*	7,627.00	
		9/12/19 9584	201909 300-15500-10000	FY20 PROPERTY INSURANCE	*	8,820.00	
				EGIS INSURANCE ADVISORS, LLC			16,447.00 002470
9/27/19	00008	9/09/19 191631	201908 310-51300-31100	AUG PROFESSIONAL SERVICES	*	192.00	
				ENGLAND-THIMS & MILLER, INC.			192.00 002471
9/27/19	00001	9/17/19 67399608	201909 310-51300-42000	SEP FEDEX POSTAGE	*	109.06	
				FEDEX			109.06 002472
9/27/19	00039	9/10/19 20669	201909 330-57200-46100	FITNESS EQUIPMENT REPAIRS	*	125.00	
				FITNESS PRO			125.00 002473
9/27/19	00002	8/30/19 I0320748	201908 310-51300-48000	NOTICE OF MEETINGS	*	579.05	
				THE FLORIDA TIMES-UNION			579.05 002474
9/27/19	00155	9/07/19 09072019	201909 330-57200-34500	9/7/19 SECURITY SERVICES	*	120.00	
				JEFF ANDERSON			120.00 002475
10/04/19	00039	9/23/19 20793	201909 330-57200-46201	JANITORIAL SUPPLIES	*	140.00	
				FITNESS PRO			140.00 002476

PRP --PINERIDGE-- BPEREGRINO

AP300R  
 \*\*\* CHECK NOS. 002459-002494

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 11/08/19  
 PINE RIDGE PLANTATION - GF  
 BANK A PINE RIDGE PLANTATIO

PAGE 3

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
10/04/19	00005	9/30/19 110277	201908 310-51300-31500	AUG GEN COUNS/MNTH MEETIN	*	955.50	
				HOPPING GREEN & SAMS			955.50 002477
10/04/19	00054	10/01/19 13129558	201910 330-57200-46500	OCT POOL CHEMICALS	*	997.37	
				POOLSURE			997.37 002478
10/04/19	00073	9/16/19 289	201908 330-57200-34110	AUG FACILITY ASSISTANT	*	2,600.00	
				RIVERSIDE MANAGEMENT SERVICES INC			2,600.00 002479
10/04/19	00073	9/18/19 290	201908 330-57200-46000	AUG G.F.M.	*	1,979.00	
		9/18/19 290	201908 320-53800-46000	AUG R/M GROUNDS	*	1,296.00	
		9/18/19 290	201908 330-57200-46600	AUG PREVENTIVE MINTENANCE	*	241.50	
		9/18/19 290	201908 330-57200-46201	JANITORIAL SUPPLIES	*	385.95	
		9/18/19 290	201908 330-57200-49000	CONTINGENCY	*	587.50	
				RIVERSIDE MANAGEMENT SERVICES INC			4,489.95 002480
10/04/19	00073	9/16/19 288	201909 330-57200-60100	CORNHOLE TOURNAM 9/7/19	*	241.48	
				RIVERSIDE MANAGEMENT SERVICES INC			241.48 002481
10/10/19	00003	9/15/19 193	201910 310-51300-31400	FY20 ASSESSM ROLL CERTIF	*	5,260.00	
				GOVERNMENTAL MANAGEMENT SERVICES			5,260.00 002482
10/10/19	00003	10/01/19 194	201910 310-51300-34000	OCT MANAGEMENT FEES	*	3,690.83	
		10/01/19 194	201910 310-51300-49100	OCT WEBSITE ADMIN	*	100.00	
		10/01/19 194	201910 310-51300-35100	OCT INFORM YECHNOLOGY	*	83.33	
		10/01/19 194	201910 310-51300-31300	OCT DISSEMINATION SERVICE	*	416.67	
		10/01/19 194	201910 310-51300-51000	OFFICE SUPPLIES	*	16.91	
		10/01/19 194	201910 310-51300-42000	POSTAGE	*	14.75	
		10/01/19 194	201910 310-51300-42500	COPIES	*	147.15	
				GOVERNMENTAL MANAGEMENT SERVICES			4,469.64 002483

PRP --PINERIDGE-- BPEREGRINO

AP300R  
\*\*\* CHECK NOS. 002459-002494

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 11/08/19  
PINE RIDGE PLANTATION - GF  
BANK A PINE RIDGE PLANTATIO

PAGE 4

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
10/17/19	00107	10/04/19 SSI09218	201909 330-57200-34500	SEP EMPLOYMENT FEE	*	60.00	
		10/04/19 SSI09218	201909 330-57200-34500	SEP SCHEDULING FEE	*	25.00	
				CLAY COUNTY SHERIFF'S OFFICE			85.00 002484
10/17/19	00069	10/01/19 304510	201910 310-51300-48000	NOTICE OF RULE DEVELOPMEN	*	91.80	
				CLAY TODAY			91.80 002485
10/25/19	00069	10/01/19 304512	201910 310-51300-48000	NOTICE OF RULMAKING	*	156.60	
				CLAY TODAY			156.60 002486
10/25/19	00134	10/01/19 47473	201910 320-53800-46200	OCT LANDSCAPE MAINTENANCE	*	7,160.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			7,160.00 002487
10/25/19	00008	10/08/19 191903	201909 310-51300-31100	SEP PROFESSIONAL SERVICES	*	482.50	
				ENGLAND-THIMS & MILLER, INC.			482.50 002488
10/25/19	00039	10/16/19 20975	201910 330-57200-46100	OCT QUARTERLY PM	*	600.00	
				FITNESS PRO			600.00 002489
10/25/19	00155	10/06/19 10062019	201910 330-57200-34500	10/6/19 SECURITY SERVICES	*	120.00	
				JEFF ANDERSON			120.00 002490
10/25/19	00152	10/14/19 6147183	201910 330-57200-46600	QTR PEST CONTROL SRVC	*	94.00	
				TURNER PEST CONTROL			94.00 002491
10/31/19	00134	2/05/19 27491	201902 320-53800-46200	TRIMMED UP OAK TREES	*	840.00	
				DOWN TO EARTH FKA R&D LNDSP & IRRG			840.00 002492
10/31/19	00002	8/30/19 3207484	201908 310-51300-48000	FY20 SHEDULE OF MEETINGS	*	579.05	
				THE FLORIDA TIMES-UNION			579.05 002493
10/31/19	00158	10/08/19 111234	201910 330-57200-60100	HALLOWEEN COOKIES EVENT	*	720.00	
				LIVE SWEET BY ASHLEY			720.00 002494
				TOTAL FOR BANK A		72,517.75	

PRP --PINERIDGE-- BPEREGRINO

AP300R

\*\*\* CHECK NOS. 002459-002494

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER  
PINE RIDGE PLANTATION - GF  
BANK A PINE RIDGE PLANTATIO

RUN 11/08/19

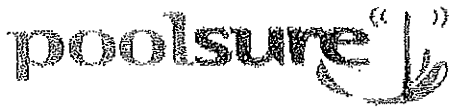
PAGE 5

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
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TOTAL FOR REGISTER

72,517.75

PRP --PINERIDGE-- BPEREGRINO



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 7/1/2019

Invoice # 131295586603

Terms	Net 20
Due Date	7/21/2019
PO #	
Customer #	13GMS100

<b>Bill To</b> GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	<b>Ship To</b> GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068
--	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	938.32
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<p><i>C. Hall 6/21/19</i> <i>Pool chemicals</i> <i>001.330.57200.46500</i> <i>54</i></p> <div>RECEIVED JUN 21 2019 By _____</div>				

Total 997.37  
Amount Due \$997.37

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295586603

Amount Due \$997.37

Amount Paid \_\_\_\_\_

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295586603

44822  
adreceipt

**CLAY  
TODAY**

3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200

**Recorder**  
Not your average newspaper and your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

## Advertising Invoice

PINE RIDGE PLANTATION C.D.D.  
475 W TOWN PL # 114  
SAINT AUGUSTINE, FL 32092

Cust#: 502790  
Ad#: 303406  
Phone#: 904-001-0001  
Date: 08/30/2019

1-31-513-48  
69

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 4.50

### Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	09/05/2019	09/05/2019	1	60.75	60.75

### Payment Information:

Date: 08/30/2019      Order#: 303406      Type: BILLED ACCOUNT

Total Amount: 60.75

Tax: 0.00

Amount Due: 60.75

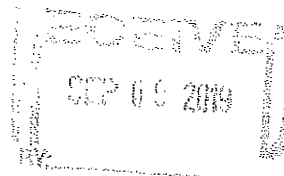
Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

### Ad Copy

#### Notice of Meeting Pine Ridge Plantation

Community Development District  
The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held on Tuesday, September 17, 2019 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting.  
Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.  
Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Kenneth Thomas



PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA**  
**COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF MEETING**

in the matter of

**SEPT MEETING**

**LEGAL: 44822 ORDER: 303406**

was published in said newspaper in the issues:

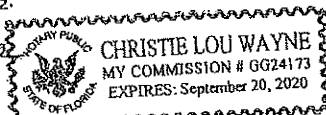
**09/05/2019**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 09/05/2019.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

**Notice of Meeting**

**Pine Ridge Plantation Community Development District**  
 The regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held on Tuesday, September 17, 2019 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 375 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date,

time, and place to be specified on the record at the meeting. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770 for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Ernesto Torres  
 District Manager  
 Legal 44822 published Sept 5, 2019 in Clay County's Clay Today newspaper

Down to Earth  
 Jacksonville Branch  
 2701 Maitland Center Pkwy.  
 Suite 200  
 Maitland FL 32751  
 (321) 263-2700



**DOWN TO  
 EARTH**

LANDSCAPE & IRRIGATION

September 2019  
 Invoice #45195

Billing Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDLEBURG FL 32068

Shipping Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDLEBURG FL 32068

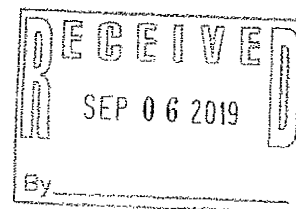
Project/Job	Invoice Date	Due Date	Terms	PO#
	9/1/2019	10/1/2019	Net 30	

Item	Qty	Rate	Amount
Monthly Maintenance Description: Current month landscape maintenance	1	\$7,160.00	\$7,160.00

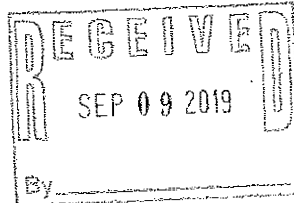
Subtotal	\$7,160.00
Payments/Credits	\$0.00
Balance Due	\$7,160.00

In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

V-134 (A) C. Han 9/6/19  
 Landscape Maint.  
 1,320.53800.46200





**Governmental Management Services, LLC**1001 Bradford Way  
Kingston TN 37763**Invoice**Invoice #: 192  
Invoice Date: 9/1/19  
Due Date: 9/1/19  
Case:  
P.O. Number:**Bill To:**Pine Ridge Plantation CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Management Fees - September 2019 1-31-513-34		3,690.83	3,690.83
Website Administration - September 2019 1-31-513-441		100.00	100.00
Information Technology - September 2019 1-31-513-351		83.33	83.33
Dissemination Agent Services - September 2019 1-31-513-313		416.67	416.67
Office Supplies 1-31-513-51		0.54	0.54
Postage 1-31-513-42		8.31	8.31
Copies 1-31-513-425 3		36.15	36.15
Telephone 1-31-513-41		4.35	4.35
Total			\$4,340.18
Payments/Credits			\$0.00
Balance Due			\$4,340.18

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

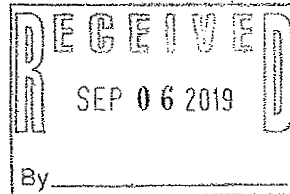
V-5 (A)  
1,310,573.315

## STATEMENT

August 30, 2019

Pine Ridge Community Development District  
Governmental Management Services  
5385 North Nob Hill Road  
Sunrise, FL 33351

Bill Number 109611  
Billed through 07/31/2019



### General Counsel/Monthly Meeting

PRIDGE 00001 JMW

### FOR PROFESSIONAL SERVICES RENDERED

07/12/19	JMW	Research debt service reserve issues and assessment collection status; confer with Mossing regarding same.	0.80 hrs
07/17/19	JMW	Review draft agenda; confer with staff regarding trust estate balances; confer with Ritter regarding deferred cost issues.	1.30 hrs
07/22/19	JMW	Confer with Zare regarding financing options; confer with Ritter regarding deferred costs issues; confer with staff regarding meeting issues.	0.90 hrs
07/23/19	AHJ	Prepare budget resolutions and agreement for pond maintenance.	0.60 hrs
07/24/19	AHJ	Finalize agreement for pond maintenance services.	0.20 hrs
07/29/19	JMW	Meeting preparation; review agenda package materials; conference with staff.	1.40 hrs
07/30/19	JMW	Meeting preparation; confer with Zare regarding refunding options; confer with Ritter regarding deferred cost issues; attend regular board meeting by telephone.	3.80 hrs
07/31/19	MCE	Research new law regarding new definition of "home address" and property appraiser objections to confidential information in assessment rolls; prepare memorandum to district manager regarding same.	0.10 hrs

Total fees for this matter \$2,013.50

### MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.80 hrs	125 /hr	\$100.00
Walters, Jason M.	8.20 hrs	230 /hr	\$1,886.00
Eckert, Michael C.	0.10 hrs	275 /hr	\$27.50

TOTAL FEES \$2,013.50

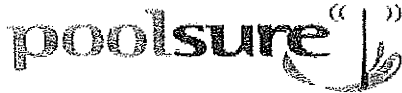
**TOTAL CHARGES FOR THIS MATTER \$2,013.50**

---

**BILLING SUMMARY**

Jaskolski, Amy H. - Paralegal	0.80 hrs	125 /hr	\$100.00
Walters, Jason M.	8.20 hrs	230 /hr	\$1,886.00
Eckert, Michael C.	0.10 hrs	275 /hr	\$27.50
TOTAL FEES			\$2,013.50
<b>TOTAL CHARGES FOR THIS BILL</b>			<b>\$2,013.50</b>

**Please include the bill number on your check.**



1707 Townhurst Dr.  
Houston TX 77043  
(800) 858-POOL (7665)  
www.poolsure.com

# Invoice

Date 9/1/2019

Invoice # 131295588015

Terms	Net 20
Due Date	9/21/2019
PO #	
Customer #	13GMS100

<b>Bill To</b> GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	<b>Ship To</b> GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068
--	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	938.32
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<p><i>C. Hall 8/20/19</i> <i>Pool Chemicals</i> <i>1.330.57200.46500</i></p> <p><i>V-54 (A)</i></p>				

Total 997.37  
Amount Due \$997.37

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295588015

Amount Due \$997.37

Amount Paid \_\_\_\_\_

Make Checks Payable To  
Poolsure  
PO Box 55372  
Houston, TX 77256-5372



131295588015

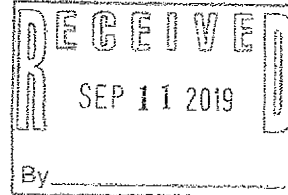
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
9/1/2019	287

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



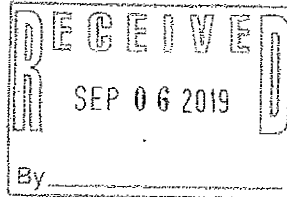
P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - September 2019 330,572,4620	645.00	645.00
	Pool Maintenance Services - September 2019 330,572,4640	1,008.33	1,008.33
	Operations Management Services - September 2019 330,572,3400	1,666.67	1,666.67
	Facility Management - Pine Ridge Plantation - September 2019 330,572,3410	4,243.58	4,243.58
	73		
		Total	\$7,563.58

RAW  
9.3.19



3543 State Road 419, Winter Springs, FL 32708  
PH: 800-666-5253



# INVOICE

Invoice #	454391
Account #	719342
Invoice Date	9/1/2019
Due Date	9/11/2019
Rep	ERW

<b>Bill To</b> PINE RIDGE PLANTATION CDD GOVERNMENTAL MANAGEMENT SERVICES 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092
--

Invoice Questions: Lakes@lakedoctors.com Payment Questions: Payments@lakedoctors.com
---

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Mgmt Serv-R New agreement received 10/10/17  <i>C. Hall 9/6/19 Lake Maint. 1,320.53800.46400</i>  <i>V76 (A)</i>  <b>Customer Total Balance \$656.00</b>	656.00
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		<b>Total Invoice \$656.00</b>

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit [www.lakedoctors.com](http://www.lakedoctors.com) for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

<b>Bill To</b> PINE RIDGE PLANTATION CDD GOVERNMENTAL MANAGEMENT SERVICES 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092
--

Amount Enclosed
-----------------

Invoice #	454391
Account #	719342
Date	9/1/2019

Go Green! Contact us at [Payments@lakedoctors.com](mailto:Payments@lakedoctors.com) to have your invoices emailed.

For address and contact updates, please email us at [Frontdesk@lakedoctors.com](mailto:Frontdesk@lakedoctors.com).

The Lake Doctors, Inc.  
3543 State Road 419  
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW	
Mastercard	Visa
Card #	American Express
Card Verification #	
Exp. Date #	
Print Name	
Billing Address:	Check box if same as above
Signature	



Main: 800 Baymeadows Way, Suite 12, Jacksonville, Florida 32158  
904-355-5100 • Fax: 904-355-1499 • Toll Free: 800-325-5101  
www.turnerpest.com

## Service Slip/Invoice

INVOICE: 5932365  
DATE: 8/26/2019  
ORDER: 5932365

Bill To: [347869]

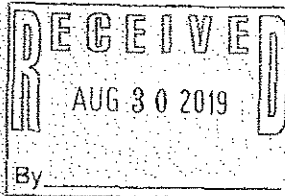
Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216

Work

Location:

[347869] 904-291-8878

Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216



Work Date	Time	Target Pest	Technician	Time In	Time Out
8/26/2019	03:48 PM			03:48 PM	
Purchase Order	Terms	Last Service	Map Code	Time Out	
JOHN	NET 30	8/26/2019		04:18 PM	

Service	Description	Price
CPCQ	Commercial Pest Control - Quarterly Service	94.00
		<b>SUBTOTAL</b> \$94.00
		<b>TAX</b> \$0.00
		<b>AMT. PAID</b> \$0.00
		<b>TOTAL</b> \$94.00
		<b>AMOUNT DUE</b> \$94.00

*C. Hall 8/30/19*  
*Preventative Maint*  
*1. 330.57200. 46600*

*V-152 (A)*

\_\_\_\_\_  
TECHNICIAN SIGNATURE

*Jamie*  
\_\_\_\_\_  
CUSTOMER SIGNATURE



Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

Invoice Number: SSI09165  
Invoice Date: 9/10/2019

Page: 1

Attn: Fiscal - Accounts Receivable

Bill

To: PINE RIDGE PLANTATION CDD  
475 W. TOWN PLACE SUITE 114  
ST AUGUSTINE, FL 32258  
BENADETLE PEREGRINO

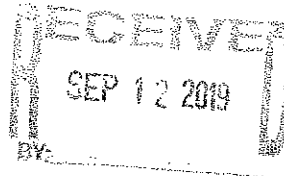
Ship

To: PINE RIDGE PLANTATION CDD  
475 W. TOWN PLACE SUITE 114  
ST AUGUSTINE, FL 32258  
BENADETLE PEREGRINO

Due Date 9/25/2019  
Terms Net 15 Days

Customer ID C0000507  
P.O. Number  
P.O. Date 9/10/2019  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee-AUGUST 2019		32	32	5.00	160.00
Fees-2nd Employment Scheduling		4	4	25.00	100.00



V-107 (P) 1,330,572,345

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 260.00

Subtotal: 260.00  
Invoice Discount: 0.00  
Tax: 0.00

Total USD: 260.00



PINE RIDGE PLANTATION CDD	8/2/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	8/3/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	8/10/2019	6955	ANDERSON, JEFFREY K.	4.00
PINE RIDGE PLANTATION CDD	8/11/2019	6955	ANDERSON, JEFFREY K.	4.00
PINE RIDGE PLANTATION CDD	8/16/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	8/17/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	8/30/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	8/31/2019	6531	EDMONSON, MATTHEW W	4.00
			TOTAL	32.00

# CCSO OFF-DUTY INVOICE

RECEIVED  
JUL 13 2019  
SEP 13 2019  
By \_\_\_\_\_

RECEIVED  
SEP 13 2019  
By \_\_\_\_\_

FOR: joliver@gmsnf.com  
prmgr@riversidemqtsvc.com

V-106 (A)

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
08-02-19	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4.0	\$30.00	\$120.00
08-03-19	Neighborhood Pool and Clubhouse patrol and security	1800-2200	4.0	\$30.00	\$120.00
08-16-19	Neighborhood Pool and Clubhouse patrol and security	1900-2300	4.0	\$30.00	\$120.00
08-17-19	Neighborhood Pool and Clubhouse patrol and security	1800-2200	4.0	\$30.00	\$120.00
08-30-19	Neighborhood Pool and Clubhouse patrol and security	1930-2330	4.0	\$30.00	\$120.00
08-31-19	Neighborhood Pool and Clubhouse patrol and security	1800-2200	4.0	\$30.00	\$120.00
DEPUTY SIGNATURE:	TOTAL				\$720.00

Make all checks payable to Matthew Edmonson

Thank you for your business!



# INVOICE

Customer	Pine Ridge Plantation Community Development District
Acct #	290
Date	09/12/2019
Customer Service	Kristina Rudez
Page	1 of 1

Pine Ridge Plantation Community Development District  
c/o Governmental Management Services  
475 West Town Place, Suite 114  
St. Augustine, FL 32092

Payment Information	
Invoice Summary	\$ 16,447.00
Payment Amount	
Payment for:	Invoice#9584
100119550	

Thank You

Please detach and return with payment



Customer: Pine Ridge Plantation Community Development District

Invoice	Effective	Transaction	Description	Amount
9584	10/01/2019	Renew policy	Policy #100119550 10/01/2019-10/01/2020 Florida Insurance Alliance Package - Renew policy Due Date: 9/12/2019  <u>Prepaid</u> 1.310.513.45 FY20 Admin Ins \$7627 1.330.572.45 FY20 Property Ins \$ 8820 <div style="border: 1px solid black; padding: 5px; display: inline-block;">             RECEIVED              SEP 13 2019              By _____           </div>	16,447.00
				<b>Total</b>
				\$ 16,447.00
FOR PAYMENTS SENT OVERNIGHT: Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453				

Thank You

Remit Payment To: Egis Insurance Advisors, LLC	(321)233-9939	Date
Lockbox 234021 PO Box 84021		09/12/2019
Chicago, IL 60689-4002	sclimer@egisadvisors.com	

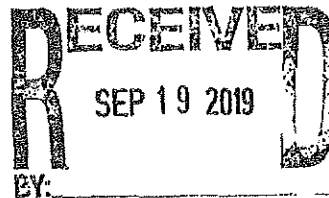
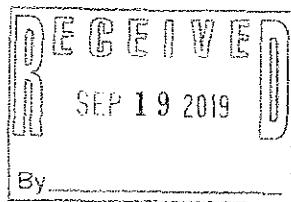


Pine Ridge CDD  
GMS-SF, LLC  
5385 N Nob Hill Road  
Sunrise, FL 33351

September 9, 2019  
Project No: 03136.08000  
Invoice No: 0191631

Project 03136.08000 Pine Ridge Cdd - Completion Report  
Professional Services rendered through August 31, 2019  
Professional Personnel

	Hours	Rate	Amount
Engineering/Landscape Designer			
Winfrey, William 8/17/2019	1.50	128.00	192.00
Totals	1.50		192.00
Total Labor			192.00
Invoice Total this Period			\$192.00



V-8 (A)  
1,310,513.31

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-842-8000 • Fax 904-848-9445  
LA00028984 LC0000016

Allways Improving LLC dba Fitness Pro  
1400 Village Square Blvd #3-293  
Tallahassee, FL 32312  
(850) 523-8882  
admin@wearefitnesspro.com  
http://www.wearefitnesspro.com

## Invoice



1400 Village Square #3-293  
Tallahassee, FL 32312  
850-523-8882

SENT TO  
Maria Cranford  
Pine Ridge Plantation Amenity Center  
Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

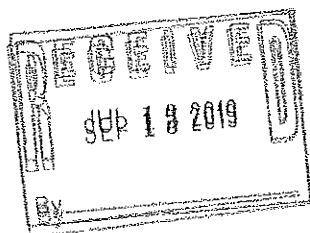
SENT TO  
Maria Cranford  
Pine Ridge Plantation Amenity Center  
Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

INVOICE #	DATE	TOTAL DUE	DEBIT DATE	TERMS	DUPLICATE
20669	09/10/2019	\$125.00	09/20/2019	Due 10 days from receipt	

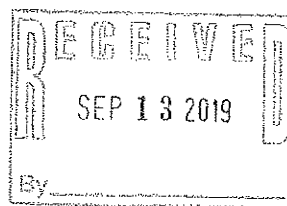
PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

V-39 (A)

DATE	DESCRIPTION	QTY	AMOUNT
08/27/2019	PARTS Aug 27, 2019: Parts for Repair: cable	1	0.00
09/10/2019	SERVICE REQUEST 24894 - SPIRIT BIKE NEEDS SEAT POSITION ADJ CABLE		
09/10/2019	CS1 Sep 10, 2019: Commercial Labor: Replaced seat adjust cable tests good	1	110.00
09/10/2019	SHIPPING 3 Sep 10, 2019: SHIPPING 3	1	15.00
BALANCE DUE			\$125.00



C. Hall 9/13/19  
Repairs + Replacements  
1.330.57200.46100



# The Florida Times-Union jacksonville.com

Questions on this invoice call:  
(866) 470-7133 Option 2

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
08/04		Balance Forward						\$0.00	
08/30 08/30	103207484-08302019	NOTICE OF MEETINGS PINE RIDGE JV Times-Union PLANTATION COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of the Pine Ridge Plantation Community Development District w		2.00 x 4.4583	8.92	1	\$64.92	\$579.05	
PREVIOUS AMOUNT OWED:				\$0.00					
NEW CHARGES THIS PERIOD:				\$579.05					
CASH THIS PERIOD:				\$0.00					
DEBIT ADJUSTMENTS THIS PERIOD:				\$0.00					
CREDIT ADJUSTMENTS THIS PERIOD:				\$0.00					
We appreciate your business.									

V-2 (A)  
1. 310. 573. 4180

RECEIVED  
SEP 08 2019

## INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

SBI™

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE	
	\$579.05		\$0.00	\$0.00	\$0.00	\$0.00		\$579.05	
SALES REP/PHONE #		25	ADVERTISER INFORMATION						
Brenda Ramirez 904-359-4607		1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
			08/05/2019 - 09/01/2019		35422		35422		PINE RDGE PLANTATION

MAKE CHECKS PAYABLE TO

The Florida Times Union Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Payment is due upon receipt.

The Florida Times Union

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

## The Florida Times-Union jacksonville.com

The Florida Times Union 1261  
PO Box 121261  
Dallas, TX 75312-1261

ADVERTISING INVOICE and STATEMENT

1		BILLING PERIOD		2		ADVERTISER/CLIENT NAME			
		08/05/2019 - 09/01/2019				PINE RDGE PLANTATION			
COMPANY	23	TOTAL AMOUNT DUE		* UNAPPLIED AMOUNT		3		TERMS OF PAYMENT	
JV 5		\$579.05		\$0.00				NET 15 DAYS	
21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS				
	\$579.05		\$0.00	\$0.00	\$0.00				
4	PAGE #	5	BILLING DATE	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	24	STATEMENT NUMBER
			09/01/2019		35422		35422		0000053781

8 BILLING ACCOUNT NAME AND ADDRESS

9 REMITTANCE ADDRESS



8 - 2831

PINE RDGE PLANTATION  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649



The Florida Times Union  
Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

THE FLORIDA TIMES-UNION

Jacksonville, FL  
Affidavit of Publication  
Florida Times-Union

PINE RIDGE PLANTATION  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FL 32092

ACCT #: 35422  
AD#: 3207484

State of Florida  
County of St. Johns

Before the undersigned authority personally appeared Brenda Ramirez who on oath says she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in St. Johns County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in St. Johns, Florida, and that the newspaper has heretofore been continuously published in St. Johns County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in St. Johns County, Florida for a period of one year proceeding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

PUBLISHED ON: 8/30/2019

FILED ON: 8/19/2019

NOTICE OF MEETINGS  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Pine Ridge Plantation Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2020 at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068, at 6:00 p.m. on the third Tuesday of each month listed as follows:

November 19, 2019  
January 21, 2020  
March 17, 2020  
May 19, 2020  
July 21, 2020  
September 15, 2020

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770 for aid in contacting the District Office.

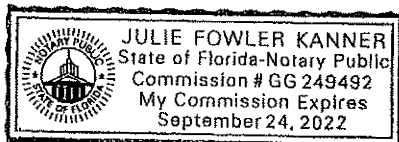
Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Ernesto Torres  
District Manager

Name: Brenda Ramirez Title: Legal Advertising Representative  
In testimony whereof, I have hereunto set my hand and affixed my official Seal, the day and year aforesaid.

NOTARY:

*Julie Fowler Kanner*



# CCSO OFF-DUTY INVOICE

FOR:  
joliver@gmsnf.com  
prmgr@riversidemgtsvc.com

V-155 (A)

Thank you for your business!



Allways Improving LLC dba Fitness Pro  
 1400 Village Square Blvd #3-293  
 Tallahassee, FL 32312  
 (850) 523-8882  
 admin@wearefitnesspro.com  
 http://www.wearefitnesspro.com

# Invoice



1400 Village Square #3-293  
 Tallahassee, FL 32312  
 850-523-8882

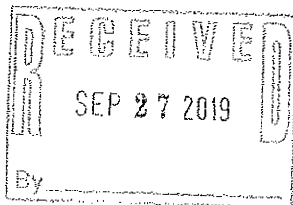
**SHIP TO**  
 Maria Cranford  
 Pine Ridge Plantation Amenity Center  
 Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

**SHIP TO**  
 Maria Cranford  
 Pine Ridge Plantation Amenity Center  
 Pine Ridge Plantation Amenity Center  
 4200 Pine Ridge Parkway  
 Middleburg, FL 32068

INVOICE #	DATE	TOTAL DUE	DUPLICATE	TERMS	PAID AMOUNT
20793	09/23/2019	\$140.00	10/03/2019	Due 10 days from receipt	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	PRODUCT/SERVICE	QTY	AMOUNT
09/23/2019	SERVICE REQUEST 25130 - DELIVER CASE OF WIPES		
09/23/2019	SHIPPING 3 Sep 23, 2019: SHIPPING 3	4	20.00
09/23/2019	2XL-36 Sep 23, 2019: 900 count gym wipes	4	120.00
BALANCE DUE			\$140.00



*C. Han 9/27/19*  
 Janitorial Supplies  
 1. 330.57200.46201

*V130*

# Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300  
P.O. Box 6526  
Tallahassee, FL 32314  
850.222.7500

V-5 1,810.573, 215



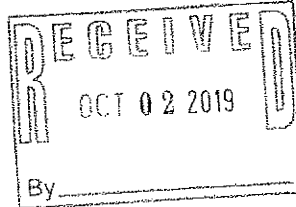
## STATEMENT

September 30, 2019

Pine Ridge Community Development District  
Governmental Management Services  
5385 North Nob Hill Road  
Sunrise, FL 33351

Bill Number 110277  
Billed through 08/31/2019

**General Counsel/Monthly Meeting**  
**PRIDGE 00001 JMW**



### FOR PROFESSIONAL SERVICES RENDERED

08/01/19	JMW	Confer with Zare and Ritter regarding credit package issues.	0.60 hrs
08/06/19	JMW	Confer with Zare regarding credit package status and questions; confer with Ritter regarding same.	0.80 hrs
08/08/19	JMW	Review proposed stormwater assessment from County; confer with staff regarding same.	0.40 hrs
08/13/19	JMW	Review draft summary for S&P credit package; confer with Zare regarding same.	0.90 hrs
08/14/19	JMW	Confer with Fulks regarding assessment roll issues.	0.30 hrs
08/15/19	JMW	Confer with Zare and Ritter regarding credit package issues.	0.50 hrs
08/27/19	AHJ	Prepare agreement for facility management services; prepare agenda items; transmit same to Sweeting.	0.90 hrs
08/30/19	LMG	Research and revise rules of procedure; review memorandum to district regarding same.	0.20 hrs
Total fees for this matter			\$955.50

### MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.90 hrs	125 /hr	\$112.50
Walters, Jason M.	3.50 hrs	230 /hr	\$805.00
Gentry, Lauren M.	0.20 hrs	190 /hr	\$38.00

TOTAL FEES \$955.50

**TOTAL CHARGES FOR THIS MATTER \$955.50**

### BILLING SUMMARY

=====			
Jaskolski, Amy H. - Paralegal	0.90 hrs	125 /hr	\$112.50
Walters, Jason M.	3.50 hrs	230 /hr	\$805.00
Gentry, Lauren M.	0.20 hrs	190 /hr	\$38.00
TOTAL FEES			\$955.50
TOTAL CHARGES FOR THIS BILL			----- \$955.50

Please include the bill number on your check.



1707 Townhurst Dr.  
Houston TX 77043  
(800) 856-POOL (7665)  
www.poolsure.com

# Invoice

Date 10/1/2019

Invoice # 131295588721

Terms	Net 20
Due Date	10/21/2019
PO #	
Customer #	13GMS100

<b>Bill To</b> GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	<b>Ship To</b> GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068
--	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	938.32
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05
<p><i>C. Hall 9/27/19</i> <i>Pool Chemicals</i> <i>1. 330.57200.46500</i></p> <p>RECEIVED SEP 27 2019</p>				

Total 997.37  
Amount Due \$997.37

V-54 (A)  
/

## Remittance Slip

Customer  
13GMS100  
Invoice #  
131295588721

Amount Due \$997.37

Amount Paid

Make Checks Payable To

Poolsure  
PO Box 55372  
Houston, TX 77255-5372



131295588721

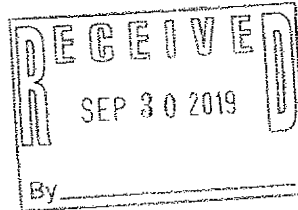
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
9/16/2019	289

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
104	Facility Assistant through August 31, 2019  1,330,572.34110 V-73 (A)	25.00	2,600.00
Total			\$2,600.00

RMW  
9.17.19

Riverside Management Services, Inc.  
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

PINE RIDGE CDD  
FACILITY ASSISTANT

Qty./Hours	Description	Rate	Amount
104	Facility Assistant	\$ 25.00	\$ 2,600.00

Covers Period: August 31, 2019

TOTAL DUE: \$ 2,600.00

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT  
ASSISTANT MANAGER BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2019

<u>Date</u>	<u>Hours</u>	<u>Description</u>
8/3/19	3	Movie Event Night
8/4/19	9	Completed daily checklist, returned calls and emails
8/5/19	8	Completed daily checklist, returned calls and emails
8/8/19	8	Completed daily checklist, returned calls and emails
8/10/19	8	Completed daily checklist, returned calls and emails
8/11/19	8	Completed daily checklist, returned calls and emails
8/12/19	4	Completed daily checklist, returned calls and emails
8/17/19	8	Completed daily checklist, returned calls and emails
8/18/19	8	Completed daily checklist, returned calls and emails
8/22/19	4	Completed daily checklist, returned calls and emails
8/24/19	8	Completed daily checklist, returned calls and emails
8/25/19	8	Completed daily checklist, returned calls and emails
8/26/19	4	Completed daily checklist, returned calls and emails
8/30/19	8	Completed daily checklist, returned calls and emails
8/31/19	8	Completed daily checklist, returned calls and emails

---

104

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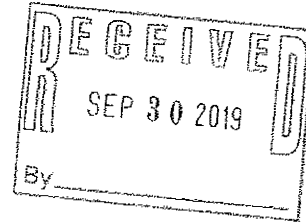
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
9/18/2019	290

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Facility Maintenance August 1 - August 31, 2019	2,556.51	2,556.51
	Maintenance Supplies	1,933.44	1,933.44
	<i>V-73 (R)</i>		
	G.F.M.		
	330,572.4600	\$1979.00	
	R/M - Grounds		
	320,538.4600	\$1296.00	
	Preventative Maint,		
	330,572.4660	\$241.50	
	Janitorial Supplies		
	1,330,572,46201	\$385.95	
	Contingency		
	330,572.4900	\$587.50	
		Total	\$4,489.95

RMW

9,26,19



RMS

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT  
MAINTENANCE BILLABLE HOURS  
FOR THE MONTH OF AUGUST 2019

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/2/19	2.5	C.P.	Removed debris around pool deck, amenity center, parking lot, playground, common areas and main road, checked and changed trash receptacles on pool deck, checked and changed dog receptacles
8/5/19	2.5	L.F.	Waited for snake removal company to come and removed rattlesnake
8/5/19	2.5	C.P.	Removed debris around pool deck, amenity center, parking lot, playground, common areas and along main road, checked and changed trash receptacles on pool deck and playground, checked and changed dog receptacles
8/7/19	2	C.P.	Organized pool deck furniture, checked and changed trash receptacles on pool deck, removed debris around pool deck, amenity center, parking lot, playground, common areas and main road, checked and changed dog receptacles
8/9/19	3	C.P.	Removed debris around pool deck, parking lot, playground, common areas and along main road, checked and changed trash receptacles on pool deck, playground and dog receptacles
8/10/19	1.5	E.T.	Cleaned pool filters, removed debris from pool - Weekend additional service
8/11/19	2	E.T.	Cleaned and vacuumed pool - weekend service
8/12/19	2	C.P.	Removed debris around pool deck, parking lot, playground, common areas and along main road, checked and changed trash receptacles on pool deck, playground and dog receptacles
8/13/19	4	C.P.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
8/13/19	4	B.M.	Inspected and cleaned lakes and outfall structures (Used Gator and Large Trailer)
8/14/19	2	B.M.	Blew leaves and debris off amenity center, removed debris in common areas and roadways, checked and changed trash receptacles on pool deck, straightened pool furniture
8/15/19	8	C.P.	Cleaned dirt and debris out of curb gutters, cleaned all storm drains of debris (Used Gator/Large Trailer)
8/15/19	8	B.M.	Cleaned all storm drain grates of debris, cleaned dirt and debris out of curb gutters down Pine Ridge Parkway (Used Gator/Large Trailer)
8/16/19	2.5	C.P.	Blew leaves and debris off pool deck, removed debris off pool deck, parking lot, playground, common areas and main roads, checked and changed all trash receptacles on pool deck and playground, emptied dog receptacles
8/19/19	3	C.P.	Checked and changed trash receptacles on pool deck and playground, removed debris around pool deck, parking lot, playground, common areas and main road, emptied dog receptacles
8/21/19	3	C.P.	Removed debris around pool deck, parking lot, playground, common areas and along main road, organized pool deck furniture, emptied dog receptacles, checked and changed trash receptacles on pool deck and playground
8/23/19	2	C.P.	Removed debris along common area, main road, pool deck, parking lot and playground, emptied dog receptacles, checked and changed trash receptacles on pool deck and playground, organized pool deck furniture
8/25/19	1.5	E.T.	Cleaned pool filters - weekend service
8/28/19	2	B.M.	Checked and changed trash receptacles on pool deck, removed debris in common areas, blew leaves and debris off patio area, straightened pool furniture
8/28/19	3	B.M.	Checked and changed all trash receptacles, removed debris in common areas, blew leaves and debris off amenity area, checked and changed all dog receptacles
8/29/19	4	L.F.	Prepared for Hurricane Dorian
8/30/19	4	C.P.	Prepared for Hurricane Dorian

TOTAL 89MILES 318

\*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 09/05/19

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
PR				
PINE RIDGE				
	7/24/19	2 Cases of AC Filters	241.50	C.H.
	8/2/19	Charmin 30 Roll (2)	43.85 J	C.P.
	8/2/19	13 Gallon White Trash Bags 150 ct	16.07 J	C.P.
	8/2/19	Combo Lock Cable	17.23	C.P.
	8/2/19	Glade Freshener 5 pk	12.40 J	C.P.
	8/2/19	Glade Holer 2 pk	3.88 J	C.P.
	8/5/19	Sneke Removal	339.25	C.H.
	8/6/19	Dog Waste Bags 4,000 Bags	106.15	C.H.
	8/7/19	Alrwick 5 pk	12.04 J	C.P.
	8/7/19	Alrwick 2 pk	2.88 J	C.P.
	8/13/19	John Deere Gator and Trailer Rental	70.00	C.P.
	8/15/19	John Deere Gator and Trailer Rental	70.00	C.P.
	8/15/19	Contractor Trash Bags	22.94 J	C.P.
	8/15/19	Gas for John Deere Gator	15.00	C.P.
	8/19/19	Scott Toilet Paper 18 Roll (2)	20.63 J	C.P.
	8/19/19	42 Gallon Trash Bags 50 ct (2)	69.73 J	C.P.
	8/21/19	Microsoft Product Key	251.84 C	M.C.
	8/22/19	9' Umbrella (5)	184.52 C	C.H.
	8/23/19	Visa Gift Cards	241.48 C	M.C.
	8/28/19	68 Key Schlage (3)	7.56 C	B.M.
	8/28/19	Key Cap	3.43 C	B.M.
	8/28/19	Mult Fold Towels 250/pk case of 16	39.36 J	M.C.
	8/28/19	Envelopes Box of 500	27.06 C	M.C.
	8/28/19	Time Cards box of 100	17.32 C	M.C.
	8/28/19	Scotch Tape 10 pk	35.68 J	M.C.
	8/30/19	Charmin 24pk	14.92 J	C.P.
	8/30/19	Bounty 6pk	11.36 J	C.P.
	8/30/19	Disposable Gloves 50ct	5.72 J	C.P.
	8/30/19	Glade Freshener 5 pk	12.40 J	C.P.
	8/30/19	Alrwick 5 pk	12.04 J	C.P.
	8/30/19	Windex 2 liter	6.76 J	C.P.
	8/30/19	Clorox Cleaner Spray 32 oz (2)	8.80 J	C.P.

TOTAL \$1,833.44

OK

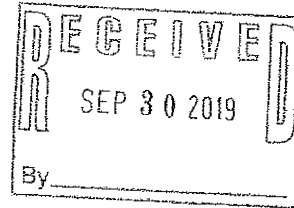
Riverside Management Services, Inc

9655 Florida Mining Blvd. W.  
Building 300, Suite 305  
Jacksonville, FL 32257

# Invoice

Date	Invoice #
9/16/2019	288

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092



P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Cornhole Tournament 9/7/19  Special Events  330,572,6010  V-73  Ⓟ	241.48	241.48
Total			\$241.48

RHW  
9.17.19

# Pine Ridge Plantation CDD

Cornhole Tournament

9/7/19

GL#330-572-601

	Actual
Total Expenses	\$241.48
Display Checks	\$0.00
TOTAL EXPENSES/DUE	\$241.48

	Actual
Site	
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

	Actual
Entertainment/Associates	
(Gifts/supplies, etc.)	\$241.48
Totals	\$241.48

	Actual
Total Expenses/Supplies	
Totals	\$0.00

DISTRICT CHECK	AMOUNT
____ YES ____ NO	
Payable To:	
Totals	\$0.00

2nd  
9-15-19

**Governmental Management Services, LLC**

1001 Bradford Way  
Kingston, TN 37763

**Invoice**

Invoice #: 193

Invoice Date: 9/15/19

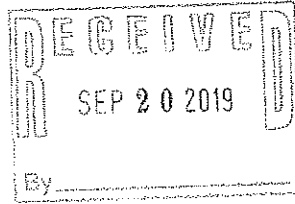
Due Date: 9/15/19

Case:

P.O. Number:

**Bill To:**

Pine Ridge Plantation CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



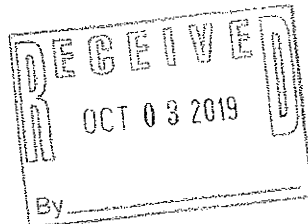
Description	Hours/Qty	Rate	Amount
Assessment Roll Certification - FY 2020  1,310.573, 344  V-3 (R)		5,260.00	5,260.00
Total			\$5,260.00
Payments/Credits			\$0.00
Balance Due			\$5,260.00

Governmental Management Services, LLC  
1001 Bradford Way  
Kingston, TN 37763

# Invoice

Invoice #: 194  
Invoice Date: 10/1/19  
Due Date: 10/1/19  
Case:  
P.O. Number:

Bill To:  
Pine Ridge Plantation CDD  
475 West Town Place  
Suite 114  
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees - October 2019 <i>1,310, 573, 340</i>		3,690.83	3,690.83
Website Administration - October 2019 <i>-491</i>		100.00	100.00
Information Technology - October 2019 <i>-357</i>		83.33	83.33
Dissemination Agent Services - October 2019 <i>313</i>		416.67	416.67
Office Supplies <i>570</i>		16.91	16.91
Postage <i>425</i>		14.75	14.75
Copies <i>425</i>		147.15	147.15
<i>V-3 (A)</i>			
Total			\$4,469.64
Payments/Credits			\$0.00
Balance Due			\$4,469.64



Remit To: Clay County Sheriff's Office  
PO Box 548/901 N. Orange Ave  
Green Cove Springs, FL 32043  
(904) 284-7575

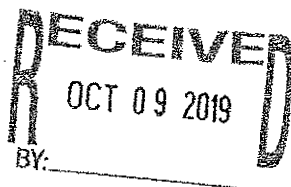
Invoice Number: SS109218  
Invoice Date: 10/4/2019  
Page: 1

Attn: Fiscal - Accounts Receivable

Bill  
To: PINE RIDGE PLANTATION CDD  
475 W. TOWN PLACE SUITE 114  
ST AUGUSTINE, FL 32258  
BENADETLE PEREGRINO

Ship  
To: PINE RIDGE PLANTATION CDD  
475 W. TOWN PLACE SUITE 114  
ST AUGUSTINE, FL 32258  
BENADETLE PEREGRINO

Due Date 10/19/2019  
Terms Net 15 Days



Customer ID C0000507  
P.O. Number  
P.O. Date 10/4/2019  
Our Order No  
SalesPerson

Item/Description	Unit	Order Qtv	Quantitv	Unit Price	Total Price
Fees-2nd Employment Admin Fee-- SEPTEMBER 2019		12	12	5.00	60.00
Fees-2nd Employment Scheduling		1	1	25.00	25.00

V-102 (A)  
1,330,582,345

Amount Subject to Sales Tax US0  
Amount Exempt from Sales Tax 85.00

Subtotal: 85.00  
Invoice Discount: 0.00  
Tax: 0.00  
Total USD: 85.00

PINE RIDGE PLANTATION CDD	9/7/2019	6955	ANDERSON, JEFFREY K.	4.00
PINE RIDGE PLANTATION CDD	9/14/2019	6531	EDMONSON, MATTHEW W	4.00
PINE RIDGE PLANTATION CDD	9/28/2019	6531	EDMONSON, MATTHEW W	4.00
			TOTAL	12.00



**CLAY  
TODAY**

3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200

**Recorder**  
Not your average newspaper, not your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 265-8631

## Advertising Invoice

V-69 (A)

1,310,573.980

PINE RIDGE PLANTATION C.D.D.  
475 W TOWN PL # 114  
SAINT AUGUSTINE, FL 32092

Cust#:502790  
Ad#:304510  
Phone#:904-001-0001  
Date:10/01/2019

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 6.80

### Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	10/10/2019	10/10/2019	1	91.80	91.80

### Payment Information:

Date:	Order#	Type
10/01/2019	304510	BILLED ACCOUNT

Total Amount: 91.80

Tax: 0.00

Amount Due: 91.80

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

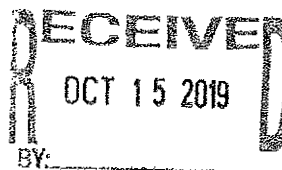
### Ad Copy

#### NOTICE OF RULE DEVELOPMENT BY THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, Florida Statutes, the Pine Ridge Plantation Community Development District ("District") hereby gives notice of its intention to develop Amended and Restated Rules of Procedure to govern the operations of the District.

The Amended and Restated Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Amended and Restated Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Amended and Restated Rules of Procedure includes sections



PUBLISHER AFFIDAVIT  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA  
 COUNTY OF CLAY:**

Before the undersigned authority personally appeared  
 Jon Cantrell, who on oath says that he is the publisher of the  
 "Clay Today" a newspaper published weekly at Orange Park in  
 Clay County, Florida; that the attached copy of advertisement  
 being a

**NOTICE OF RULE DEVELOPMENT**

in the matter of


**RULES OF PROCEDURE**

**LEGAL: 44992      ORDER: 304510**

was published in said newspaper in the issues:

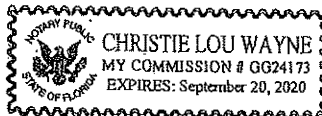
**10/10/2019**

Affiant further says that said "Clay Today" is a newspaper published  
 at Orange Park, in said Clay County, Florida, and that the said newspaper  
 has heretofore been continuously published in said Clay County, Florida,  
 weekly, and has been entered as Periodical material matter at the post  
 office in Orange Park, in said Clay County, Florida, for period of one  
 year next proceeding the first publication of the attached copy of  
 advertisement; and affiant further says that he has neither paid nor promised  
 any person, firm or corporation any discount, rebate, commission or  
 refund for the purpose of securing this advertisement for publication in  
 the said newspaper.



Sworn to me and subscribed before me 10/10/2019.

*Christie Lou Wayne*  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

**NOTICE OF RULE  
 DEVELOPMENT  
 BY THE PINE RIDGE  
 PLANTATION COMMUNITY  
 DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190,  
 Florida Statutes, the Pine Ridge  
 Plantation Community Development  
 District ("District") hereby gives  
 notice of its intention to develop  
 Amended and Restated Rules of  
 Procedure to govern the operations  
 of the District.

The Amended and Restated Rules of  
 Procedure will address such areas as  
 the Board of Supervisors, officers  
 and voting, district offices, public  
 information and inspection of  
 records, policies, public meetings,  
 hearings and workshops, rulemaking  
 proceedings, and competitive  
 purchase including procedure under  
 the Consultants' Competitive  
 Negotiation Act, procedure  
 regarding auditor selection,  
 purchase of insurance,  
 pre-qualification, construction  
 contracts, goods, supplies and  
 materials, maintenance services,  
 contractual services and protests  
 with respect to proceedings, as well  
 as any other area of the general  
 operation of the District.

The purpose and effect of the  
 Amended and Restated Rules of  
 Procedure is to provide for efficient  
 and effective District operations and  
 to ensure compliance with recent  
 changes to Florida law. The legal  
 authority for the adoption of the  
 proposed Amended and Restated  
 Rules of Procedure includes sections  
 190.011(5), 190.011(15) and 190.035,  
 Florida Statutes (2019). The specific  
 laws implemented in the Amended

and Restated Rules of Procedure  
 include, but are not limited to,  
 sections 112.08, 112.3143, 112.31446,  
 112.3145, 119.07, 119.0701, 189.053,  
 189.069(2)(a)16, 190.006, 190.007,  
 190.008, 190.011(3), 190.011(5),  
 190.011(15), 190.033, 190.035, 218.33,  
 218.391, 255.05, 255.0518, 255.0525,  
 255.20, 286.0105, 286.011, 286.0113,  
 286.0114, 287.017, 287.055, and  
 287.084, Florida Statutes (2019).  
 A copy of the proposed Amended and  
 Restated Rules of Procedure may be  
 obtained by contacting the District  
 Manager, c/o Governmental  
 Management Services, 135 W.  
 Central Boulevard, Suite 320,  
 Orlando, Florida 32801, Phone: (904)  
 940-5850.

Ernesto Torres, District Manager  
 Pine Ridge Plantation  
 Community Development District  
 Legal 44992 published Oct 10, 2019 in  
 Clay County's Clay Today newspaper.

44993  
adreceipt

**CLAY  
TODAY**

3513 U.S. Hwy. 17 • Fleming Island, FL 32003  
Phone: (904) 264-3200

**Recorder**  
Not your average newspaper, and your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082  
Phone: (904) 285-8831

## Advertising Invoice

PINE RIDGE PLANTATION C.D.D.  
475 W TOWN PL # 114  
SAINT AUGUSTINE, FL 32092

Cust#:502790  
Ad#:304512  
Phone#:904-001-0001  
Date:10/01/2019

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 11.60

### Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	10/17/2019	10/17/2019	1	156.60	156.60

### Payment Information:

Date:	Order#	Type
10/01/2019	304512	BILLED ACCOUNT

Total Amount: 156.60

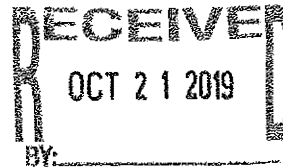
Tax: 0.00

Amount Due: 156.60

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

V-69 (A) 1.310, 573, 480



**PUBLISHER AFFIDAVIT**  
**CLAY TODAY**  
 Published Weekly  
 Orange Park, Florida

**STATE OF FLORIDA**  
**COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

**NOTICE OF RULEMAKING**

in the matter of

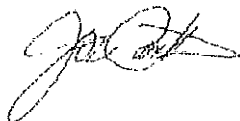
**RULES OF PROCEDURE**

**LEGAL: 44993 ORDER: 304512**

was published in said newspaper in the issues:

**10/17/2019**

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



**NOTICE OF  
 RULEMAKING  
 REGARDING THE A  
 MENDED AND RESTATED  
 RULES OF PROCEDURE OF  
 THE PINE RIDGE  
 PLANTATION COMMUNITY  
 DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Pine Ridge Plantation Community Development District (District) on November 19, 2019 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Amended and Restated Rules of Procedure. The purpose and effect of the proposed Amended and Restated Rules of

Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Clay Today on October 10, 2019.

The Amended and Restated Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed amended and Restated Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes, (2019). The specific laws implemented in the Amended and Restated Rules of Procedure include, but are not limited to,

Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.089(2)(a)16, 190.006, 190.097, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0516, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Amended and Restated Rules of Procedure may be obtained by contacting the District Manager's office at Governmental Management Services, 135 W. Central Boulevard, Suite 320, Orlando, Florida 32801, or by calling (904) 940-5850.

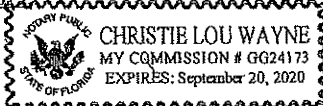
Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twentyone (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone. Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1800-955-8770 for aid in contacting the District Office.

Pine Ridge Plantation Community Development District  
 Ernesto Torres, District Manager  
 Legal 44993 published Oct 17, 2019 in Clay County's Clay Today newspaper

Sworn to me and subscribed before me 10/17/2019

  
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003  
 Telephone (904) 264-3200 - FAX (904) 264-3285  
 E-Mail: Christie@opcfla.com

Down to Earth  
Jacksonville Branch  
2701 Maitland Center Pkwy.  
Suite 200  
Maitland FL 32751  
(321) 263-2700



October 2019  
Invoice #47473

Billing Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

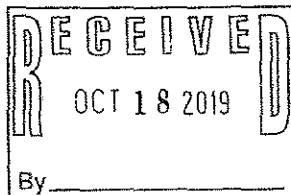
Shipping Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068

Period/Job	Invoice Date	Due Date	Terms	PO#
	10/1/2019	10/31/2019	Net 30	

Item	Qty	Rate	Amount
Monthly Maintenance Description: Current month landscape maintenance	1	\$7,160.00	\$7,160.00

Subtotal	\$7,160.00
Payments/Credits	\$0.00
Balance Due	\$7,160.00

In order to better serve our clients, we request that all payment for services to be mailed directly to the Down to Earth Jacksonville Branch Headquarters. Please reference the address directly on the top left of this invoice. Thank You. Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.



C. Hall 10/18/19  
1,300.53900, 46200

Landscape Maint V-134 (A)



Pine Ridge CDD  
GMS-SF, LLC  
5385 N Nob Hill Road  
Sunrise, FL 33351

October 8, 2019  
Project No: 03136.08000  
Invoice No: 0191903

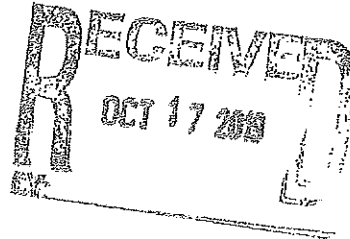
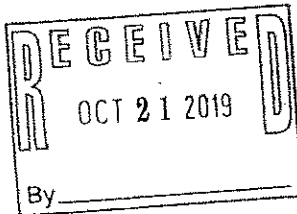
Project 03136.08000 Pine Ridge Cdd - Completion Report

Professional Services rendered through September 30, 2019

**Professional Personnel**

		Hours	Rate	Amount
Principal - Vice President				
Ma, Ka Tai	9/21/2019	.50	245.00	122.50
CADD/GIS Technician				
Sims, Stephen	8/31/2019	3.00	120.00	360.00
Totals		3.50		482.50
<b>Total Labor</b>				<b>482.50</b>

Invoice Total this Period **\$482.50**



V-8 (A)  
1,310,573.311

**England-Thims & Miller, Inc.**

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS  
14775 ONE BL. Augustine Road • Jacksonville, Florida 32218 • tel 904-612-8000 • fax 904-646-8488  
CA-00002684 LG-0000018

Allways Improving LLC dba Fitness Pro  
1400 Village Square Blvd #3-293  
Tallahassee, FL 32312  
(850) 523-8882  
admin@wearefitnesspro.com  
http://www.wearefitnesspro.com

# Invoice



1400 Village Square #3-293  
Tallahassee, FL 32312  
850-523-8882

**BILL TO**

Maria Cranford  
Pine Ridge Plantation Amenity Center  
Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

**SHIP TO**

Maria Cranford  
Pine Ridge Plantation Amenity Center  
Pine Ridge Plantation Amenity Center  
4200 Pine Ridge Parkway  
Middleburg, FL 32068

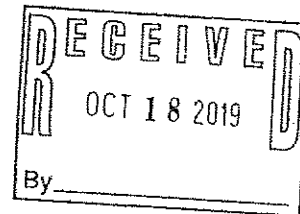
INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	PAID
20975	10/16/2019	\$600.00	10/26/2019	Due 10 days from receipt	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	DESCRIPTION/SERVICE	QTY	AMOUNT
10/15/2019	PM Oct 15, 2019: Preventative Maintenance: Cleaned, Lubed, Calibrated, Inspected and Tested. Found speed up button on treadmill needs replaced. Invoiced for Jan, Apr, July, Oct 2020	1	600.00
10/16/2019	SERVICE REQUEST 25242 - OCT QUARTERLY PM		
BALANCE DUE			\$600.00

*C. Ham 10/18/19*  
*Repairs + Replacements*  
*1.330.57200.46100*

*V-39* *(A)*



RECEIVED  
OCT 18 2019  
By \_\_\_\_\_

INVOICE DATE  
DATE: 10/06/2019

FOR:  
joliver@gmsnf.com  
prmgr@riversidemqtsvc.com

Make all checks payable to Jeff Anderson

Thank you for your business!

C. Hall 10/18/19  
Security  
1.330.57200.34500  
V-155 (A)



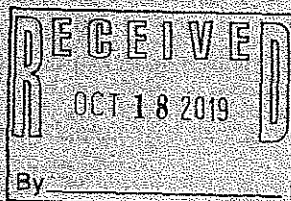


Head Office: 8800 Daymon Drive, Suite 12, Jacksonville, Florida 32256  
904-315-3300 • Fax: 904-315-5490 • Toll Free: 800-225-5305  
www.turnerpest.com

## Service Slip/Invoice

INVOICE: 0147183  
DATE: 10/14/2019  
ORDER: 0147183

Bill To: [347869]  
Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216



Work Location: [347869] 904-291-8878  
Pineridge Plantation  
Amanda Rentsch  
4200 Pine Ridge Pkwy  
Middleburg, FL 32068-9216

Work Date	Time	Target Pest	Technician	Time In
10/14/2019	03:46 PM	GHP		03:46 PM
Purchase Order	Terms	Last Service	Map Code	Time Out
JOHN	NET 30	10/14/2019		04:20 PM

Service	Description	Price
CPCQ	Commercial Pest Control - Quarterly Service	\$4.00

SUBTOTAL \$94.00  
TAX \$0.00  
AMT. PAID \$0.00  
TOTAL \$94.00

AMOUNT DUE \$94.00

*C. K. Hall 10/18/19*  
*Repairs & Maintenance*  
*1. 320, 53800, 46000*  
*1. 330, 572, 466*

V-152 (A)

TECHNICIAN SIGNATURE

Maria  
CUSTOMER SIGNATURE

POSTED  
OCT 20 2019

Balance outstanding over 30 days from the date of service may be subject to a late fee of the rate of 1.5% per month (18% per year) for the maximum allowed by law.  
Customer agrees to pay service expenses in the event of collection.

Herby acknowledges the satisfactory completion of all services rendered and agrees to pay the cost of services as specified above.

R&D Landscaping & Irrigation  
 8850 Corporate Square Court  
 Jacksonville, FL 32216  
 (904) 737-9733



February 2019  
 Invoice #27491

Billing Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068 United States

Shipping Address
PINE RIDGE CDD C/O GMS 4200 PINE RIDGE PLANTATION MILDDLEBURG FL 32068 United States

Project/Job	Invoice Date	Due Date	Terms	PO #
L26767	2/5/2019	3/7/2019	Net 30	

Item	Qty	Rate	Amount
<b>Landscape Enhancement</b> <b>Description:</b> Trimmed up oak trees around lights at the amenity center and removed (1) broken, dead oak tree in backyard along the preserve.	1	\$840.00	\$840.00

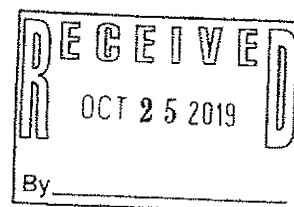
Please Remit Payments To:  
 SSS R&D OPCO LLC (Oh)  
 7887 Safeguard Circle  
 Valley View, OH 44125

Subtotal	\$840.00
Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$840.00</b>

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance.

V-134 (A)

1,320,538.462



# The Florida Times-Union jacksonville.com

Questions on this invoice call:  
(866) 470-7133 Option 2

10	11	12	13	14	15	16	17	18	19
START STOP	NEWSPAPER REFERENCE	DESCRIPTION	PRODUCT	SAU SIZE	BILLED UNITS	TIMES RUN	RATE	AMOUNT	
09/01		Balance Forward						\$579.05	
PREVIOUS AMOUNT OWED:				\$579.05					
NEW CHARGES THIS PERIOD:				\$0.00					
CASH THIS PERIOD:				\$0.00					
DEBIT ADJUSTMENTS THIS PERIOD:				\$0.00					
CREDIT ADJUSTMENTS THIS PERIOD:				\$0.00					
We appreciate your business.									
So that we may serve you better, please remit the amount due. New business is dependent on prompt payments. Please include the remittance stub and input your account number on your check. Thank you.									

V-2      A  
1. 3/0, 573, 480

**RECEIVED**  
OCT 08 2019

## INVOICE AND STATEMENT OF ACCOUNT

AGING OF PAST DUE ACCOUNTS

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

SBI™

21	CURRENT NET AMOUNT	22	30 DAYS	60 DAYS	OVER 90 DAYS	* UNAPPLIED AMOUNT	23	TOTAL AMOUNT DUE	
	\$0.00		\$579.05	\$0.00	\$0.00	\$0.00		\$579.05	
SALES REP/PHONE #		25	ADVERTISER INFORMATION						
Brenda Ramirez 904-359-4607		1	BILLING PERIOD	6	BILLED ACCOUNT NUMBER	7	ADVERTISER/CLIENT NUMBER	2	ADVERTISER/CLIENT NAME
			09/02/2019 - 09/29/2019		35422		35422		PINE RDGE PLANTATION

MAKE CHECKS PAYABLE TO

The Florida Times Union Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

Payment is due upon receipt.

The Florida Times Union

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

## The Florida Times-Union jacksonville.com

The Florida Times Union 1261  
PO Box 121261  
Dallas, TX 75312-1261

### ADVERTISING INVOICE and STATEMENT

1		BILLING PERIOD		2		ADVERTISER/CLIENT NAME													
		09/02/2019 - 09/29/2019				PINE RDGE PLANTATION													
COMPANY		23		TOTAL AMOUNT DUE		* UNAPPLIED AMOUNT		3		TERMS OF PAYMENT									
JV 5				\$579.05		\$0.00				NET 15 DAYS									
21		CURRENT NET AMOUNT		22		30 DAYS		60 DAYS		OVER 90 DAYS									
		\$0.00				\$579.05		\$0.00		\$0.00									
4		PAGE #		5		BILLING DATE		6		BILLED ACCOUNT NUMBER		7		ADVERTISER/CLIENT NUMBER		24		STATEMENT NUMBER	
						09/29/2019				35422				35422					

BILLING ACCOUNT NAME AND ADDRESS

REMITTANCE ADDRESS



8 - 2822

PINE RDGE PLANTATION  
475 W TOWN PL STE 114  
SAINT AUGUSTINE FL 32092-3649



The Florida Times Union  
Dept 1261  
PO Box 121261  
Dallas, TX 75312-1261

THE FLORIDA TIMES-UNION

Jacksonville, FL  
Affidavit of Publication  
Florida Times-Union

PINE RIDGE PLANTATION  
475 WEST TOWN PLACE STE 114  
SAINT AUGUSTINE, FL 32092

ACCT #: 35422  
AD#: 3207484

State of Florida  
County of St. Johns

Before the undersigned authority personally appeared Brenda Ramirez who on oath says she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in St. Johns County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in St. Johns, Florida, and that the newspaper has heretofore been continuously published in St. Johns County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in St. Johns County, Florida for a period of one year proceeding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

PUBLISHED ON: 8/30/2019

FILED ON: 8/19/2019

NOTICE OF MEETINGS  
PINE RIDGE PLANTATION  
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Pine Ridge Plantation Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2020 at Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, FL 32068, at 6:00 p.m. on the third Tuesday of each month listed as follows:

November 19, 2019  
January 21, 2020  
March 17, 2020  
May 19, 2020  
July 21, 2020  
September 15, 2020

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record of the meeting. There may be occasions when staff or other individuals may participate by speaker telephone.

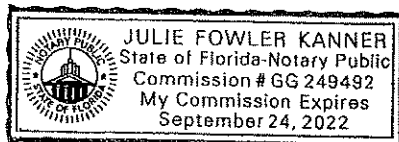
Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Ernesto Torres  
District Manager

Name: Brenda Ramirez Title: Legal Advertising Representative  
In testimony whereof, I have hereunto set my hand and affixed my official Seal, the day and year aforesaid.

NOTARY: *Julie Fowler Kanner*



## Live Sweet By Ashley

Ashley Schafer  
1619 Night Owl Trail  
Middleburg, FL, 32068-9084  
USA

# INVOICE

**Bill To**

Pine Ridge Amenity Center

**Invoice #** 111234

**Invoice Date** 10.08.19

**Due Date** 10.11.19

Item Description	Qty	Rate	Amount
Halloween Cookies - 4 Designs - Individually wrapped	300	3	900.00
		Subtotal	900.00
		Discount (-20.0%)	-180.00
		Total	\$720.00

**Notes**

It's a pleasure doing business with you!

V-158 (A)  
1,380.572.607

**Terms & Conditions**

Total must be paid in full

